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Government
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LAWS, STATUTES, ETC.

# REVISED REGULATIONS

OF

# ONTARIO, 1980

A REVISION AND CONSOLIDATION OF REGULATIONS
PUBLISHED UNDER THE AUTHORITY OF
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## VOLUME VIII

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# REVISED REGULATIONS OF ONTARIO, 1980

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# REGULATION 906

under the St. Clair Parkway Commission Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "camp-site" means a parcel of land that is operated by the Commission for the purpose of camping, the boundaries of which may be identified by posts, markers or other means;

(*b*) "comfort station" means a building containing flush water closets, electrical lighting and running water;

(*c*) "Commission" means The St. Clair Parkway Commission;

(*d*) "General Manager" means the official who has been appointed by by-law of the Commission as the Secretary-Treasurer and General Manager;

(*e*) "motorized snow vehicle" means a motorized snow vehicle as defined in the *Motorized Snow Vehicles Act*;

(*f*) "officer" means any person appointed by the Commission to enforce this Regulation;

(*g*) "parks" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned or operated by the Commission; and

(*h*) "vehicle" means a vehicle as defined in the *Highway Traffic Act*. O. Reg. 626/74, s. 1; O. Reg. 257/78, s. 1.

### CONDUCT OF PERSONS USING THE PARKS

**2.** No person shall,

(*a*) remove or damage any plant, shrub or tree;

(*b*) deface, remove or damage any property of the Commission; or

(*c*) go upon any area that is not maintained for the purpose, as indicated by signs posted,

within the Parks. R.R.O. 1970, Reg. 786, s. 2.

**3.**—(1) No person shall,

(*a*) use abusive, insulting, obscene or threatening language or make excessive noise or conduct himself in a manner that unnecessarily interferes with the use and enjoyment of the parks by other persons;

(*b*) throw stones or other missiles;

(*c*) assault other persons, or perform any act that causes or is likely to cause a danger for other persons;

(*d*) beg, solicit or invite subscriptions or contributions; or

(*e*) sell or offer for sale any article, thing or service unless authorized in writing by the Commission,

within the parks.

(2) Where an officer believes on reasonable and probable grounds that a person has contravened subsection (1), he may remove the person from the parks and the Commission may cancel any permits of the person pertaining to the parks in which the contravention occurred.

(3) Where a permit is cancelled in accordance with subsection (2), the permittee is not entitled to a refund of any fee, toll or admission charge.

(4) No person who has been removed from the parks under subsection (2) shall within the following seventy-two hour period enter or attempt to enter the parks from which that person was removed without permission of the Commission. O. Reg. 626/74, s. 2.

**4.** No person shall conduct a public meeting or perform any act that causes persons to congregate or is likely to cause persons to congregate within the parks, except under the authority of a permit therefor issued by the General Manager. O. Reg. 626/74, s. 3.

**5.** No person shall,

(*a*) be in possession of, or fire or discharge any firearm, rocket or fireworks of any type or kind;

(*b*) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird, animal or reptile; or

(*c*) pick, collect or gather worms for commercial purposes, within the parks, except,

(i) in an area designated by the Commission for the purpose, and

(ii) under the authority of a permit issued by the General Manager. O. Reg. 626/74, s. 4.

**6.** No person shall discard any refuse or abandon any object in the Parks except in containers provided by the Commission for the purpose. R.R.O. 1970, Reg. 786, s. 5.

**7.** No person shall litter the Parks with refuse. R.R.O. 1970, Reg. 786, s. 6.

**8.** No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign within the parks unless a permit therefor is first obtained from the General Manager. O. Reg. 626/74, s. 5.

**9.**—(1) No person shall light or maintain a fire in the Parks except,

(*a*) in fireplaces provided by the Commission for the purpose; or

(*b*) in a place designated by an officer.

(2) No person who lights a fire in the Parks shall leave the fire unattended.

(3) No person shall smoke in a building or other structure in the Parks where the Commission has erected a sign forbidding smoking. R.R.O. 1970, Reg. 786, s. 7.

**10.**—(1) No person shall permit an animal to be kept in the Parks unless it is on a leash that does not exceed two metres in length. O. Reg. 257/78, s. 2.

(2) No person shall ride a horse within the Parks, other than on a public highway, except in such areas and at such times as are designated by the Commission for the purpose. R.R.O. 1970, Reg. 786, s. 8 (2).

(3) No person shall permit an animal to be in any waters which are set aside for wading, bathing or swimming within the parks. O. Reg. 626/74, s. 6.

**11.**—(1) No person shall operate a vehicle in the Parks except on a roadway or other place designated for the purpose. R.R.O. 1970, Reg. 786, s. 9 (1).

(2) No person shall operate a motor vehicle in the Parks at a greater rate of speed than 25 kilometres per hour. O. Reg. 257/78, s. 3.

(3) An officer may direct traffic where necessary to prevent or relieve congestion.

(4) No person shall operate a public commercial vehicle as defined in the *Public Commercial Vehicles Act* within the Parks except for the purpose of making deliveries within the Parks.

(5) No person shall park a vehicle in the Parks in a place other than one designated for the purpose by an officer. R.R.O. 1970, Reg. 786, s. 9 (3-5).

**12.**—(1) No person shall operate a motorized snow vehicle in the parks except,

(*a*) under the authority of a permit therefor issued by the General Manager; and

(*b*) in a part thereof that is designated by the Commission for the purpose.

(2) Every operator of a motorized snow vehicle shall produce the permit to operate the vehicle in the parks for inspection by an officer upon request.

(3) No person shall operate a motorized snow vehicle in the parks except where a permit under the *Motorized Snow Vehicles Act* has been issued therefor.

(4) No person shall operate a motorized snow vehicle in the parks unless he is insured under a motor vehicle liability policy in accordance with the *Insurance Act* in respect thereof. O. Reg. 626/74, s. 7.

**13.** No person shall be in the Parks after sundown and before 9 a.m. without a permit specifically therefor issued by the Commission. R.R.O. 1970, Reg. 786, s. 10.

**14.** No person shall hold an organized group picnic except in an area operated by the Commission for the purpose. R.R.O. 1970, Reg. 786, s. 11.

**15.** No person shall engage in athletic games or similar forms of recreation except in such parts of the Parks as are designated by an officer for the purpose. R.R.O. 1970, Reg. 786, s. 12.

**16.**—(1) Except as otherwise provided in this section, the fee for a person to use The St. Clair Parkway Golf Course at Mooretown is,

(*a*) $8 on Monday, Tuesday, Wednesday, Thursday or Friday, for eighteen holes of play;

(*b*) $8.50 on Saturday, Sunday or a statutory holiday, for eighteen holes of play;

(*c*) $5.50 on Monday, Tuesday, Wednesday, Thursday or Friday, for nine holes of play; and

(*d*) $6 on Saturday, Sunday or a statutory holiday, for nine holes of play,

from the 1st day of April to the 30th day of September in any year.

(2) Except as otherwise provided in this section, the fee for a person to use The St. Clair Parkway Golf Course at Mooretown is,

(*a*) $7 on Monday, Tuesday, Wednesday, Thursday or Friday, for eighteen holes of play;

(*b*) $7.50 on Saturday, Sunday or a statutory holiday, for eighteen holes of play;

(*c*) $4.50 on Monday, Tuesday, Wednesday, Thursday or Friday, for nine holes of play; and

(*d*) $5 on Saturday, Sunday or a statutory holiday, for nine holes of play,

from the 1st day of October to the 31st day of October in any year.

(3) The annual fee for a person to use The St. Clair Parkway Golf Course at Mooretown at any time it is open is,

(*a*) subject to clause (*c*), for any person eighteen years of age or over, if the fee is paid,

(i) before the 15th day of January, $235,

(ii) before the 15th day of March, $255, or

(iii) after the 15th day of March, $275;

(*b*) for a husband and wife, if the fee is paid,

(i) before the 15th day of January, $370,

(ii) before the 15th day of March, $395, or

(iii) after the 15th day of March, $415; and

(*c*) $175 for a person not less than eighteen years of age and not more than twenty-two years of age, who is a student in a high school, university or vocational training school.

(4) A person sixty-five years of age or over, on payment of an annual fee of,

(*a*) $120, if the fee is paid before the 15th day of January;

(*b*) $130, if the fee is paid before the 15th day of March; or

(*c*) $140, if the fee is paid after the 15th day of March;

may use The St. Clair Parkway Golf Course at Mooretown,

(*d*) on Monday, Tuesday, Wednesday, Thursday or Friday, from the 15th day of April to the 14th day of September, both inclusive; and

(*e*) at any time it is open on and after the 15th day of September.

(5) A person under eighteen years of age, upon payment of the fee prescribed in subsection (1), or upon payment of an annual fee of $125, may use The St. Clair Parkway Golf Course at Mooretown,

(*a*) at any time it is open when playing with his parents or one of his parents;

(*b*) after 1 p.m. during the months of April and August and the period from the 1st day of September to the 14th day of September, both inclusive;

(*c*) after 2 p.m. during the months of May, June and July; and

(*d*) at any time it is open on and after the 15th day of September.

(6) A husband, his wife and their children under eighteen years of age may use The St. Clair Parkway Golf Course at Mooretown on payment of an annual fee of,

(*a*) $450, if the fee is paid before the 15th day of January;

(*b*) $475, if the fee is paid before the 15th day of March; or

(*c*) $500, if the fee is paid after the 15th day of March, 1980,

and the provisions of clauses (5) (*a*), (*b*), (*c*) and (*d*) apply to their children under eighteen years of age. O. Reg. 139/80, s. 1.

CAMPING

**17.**—(1) In this section and sections 18 to 21,

(*a*) "camp-site permit" means a permit issued for the purposes referred to in subsection 19 (1);

(*b*) "seasonal camp-site permit" means a permit issued for the purposes referred to in subsection 20 (1).

(2) No person shall camp in the Park except under the authority of a camp-site permit or seasonal camp-site permit issued by the officer in charge of a camping area.

(3) A camp-site permit and seasonal camp-site permit expires at 2 p.m., local time, on the last day of the period for which it is issued.

(4) Upon vacating a camp-site, the permittee shall surrender his permit to the officer in charge of the camp-site.

(5) Where the permit is surrendered before its expiry, the permittee is not entitled to any refund. O. Reg. 409/80, s. 1, *part*.

**18.**—(1) Where a person has been issued a camp-site permit, he shall not leave the camp-site unattended for a period exceeding forty-eight hours without the written permission of the General Manager.

(2) Where the holder of a permit fails to comply with subsection (1), the General Manager may cancel the permit, and may remove all equipment from the camp-site to an area for safekeeping. O. Reg. 409/80, s. 1, *part*.

**19.**—(1) A camp-site permit authorizes the permittee and his party to camp for the period specified in the permit, but not exceeding fourteen days, in the camp-site designated in the permit.

(2) The fees payable for a camp-site permit on a daily basis are,

(*a*) $5 per day where electrical power and a comfort station are not available;

(*b*) $5.50 per day where a comfort station is available but no electrical power is available; and

(*c*) $5.50 per day and an additional $1.50 for each outlet where electrical power is available.

(3) The fees payable for a camp-site permit, valid for a seven day period are,

(*a*) $30 payable in advance where electrical power and a comfort station are not available;

(*b*) $33 payable in advance where a comfort station is available but no electrical power is available; and

(*c*) $42 payable in advance where electrical power is available.

(4) Notwithstanding subsection (2), the fee payable by a person sixty-five years of age or over for a camp-site permit on a daily basis is one-half of the fee prescribed under that subsection on any day except a Saturday, Sunday or statutory holiday.

(5) Notwithstanding subsection (3), the fee payable by a person sixty-five years of age or over for a camp-site permit valid for a seven day period is one-half the fee prescribed under that subsection. O. Reg. 409/80, s. 1, *part*.

**20.**—(1) A seasonal camp-site permit authorizes the permittee and his party to camp for the season from the second Friday in May to the second Sunday in September in any year both inclusive in the camp-site designated in the permit.

(2) The fee for a seasonal camp-site permit is $350. O. Reg. 409/80, s. 1, *part*.

**21.**—(1) Subject to subsection (2), a camp-site permit, or seasonal camp-site permit is authority for the permittee to park on the camp-site one vehicle and a trailer.

(2) No person except the holder of a valid seasonal camp-site permit shall park any vehicle or trailer on a camp-site in the Parks for a total period of more than fourteen days in any one calendar year.

(3) The officer in charge of a camping area may issue an additional vehicle permit to the holder of a valid camp-site permit or seasonal camp-site permit, or the guests of the permit holder where an area designated for the purpose of parking additional vehicles is available.

(4) No person shall park a vehicle for which an additional vehicle permit has been issued except in an area designated for that purpose.

(5) The fee payable for an additional vehicle permit is $3 for each twenty-four hour period from 2 p.m. to 2 p.m. on the following day. O. Reg. 409/80, s. 1, *part*.

**22.**—(1) In this section,

(*a*) "boat" means a boat of any description;

(*b*) "season" means the period from the 1st day of April to the 31st day of October, both inclusive. O. Reg. 626/74, s. 10, *part*.

(2) Except as otherwise provided in this section, the fee for the use of The St. Clair Parkway Marine Park at Mitchell's Bay is,

(*a*) to launch any boat, $2.50 per day;

(*b*) to launch any boat, $60 per season;

(*c*) to rent a boat and motor, $30 per day from sunrise to sunset;

(*d*) to rent a boat without motor, $12 per day from sunrise to sunset;

(*e*) to rent a boat and motor, $20 per half-day;

(*f*) for mooring any boat for a day, 35 cents per foot of boat;

(*g*) for mooring any boat for a month, $4 per foot of boat;

(*h*) for mooring any boat for a season, $12 per foot of boat and where electrical power is supplied, an additional $40 per season for each outlet; and

(*i*) to use the dumping station for emptying holding tanks, $4 per boat or trailer. O. Reg. 139/80, s. 2.

(3) No person, except the holder of a season permit, shall moor any boat in the parks for a total period of more than fourteen days in any calendar year. O. Reg. 626/74, s. 10, *part*.

PENALTIES

**23.** The penalty for a breach of this Regulation is a fine not exceeding $300. O. Reg. 626/74, s. 11.

Form 1

*St. Clair Parkway Commission Act*

PERMIT

THE ST. CLAIR PARKWAY COMMISSION

Park Name _____

Check out Time 2.00 p.m. Maximum Stay 14 Days

Name _____

Address _____

Vehicle Licence # _____

Boat Licence # _____

Campsite # _____ Expiry Date _____

Daily Boat Mooring Dock # _____ Expiry Date _____

| Type of Camper | Number in Party | | | Date of Issue | | Number of days |
|---|---|---|---|---|---|---|
| | Ontario | Other | U.S.A. | Day | Month | |
| | | | | | | |

| Length of Boat | Number in Party | | | Date of Issue | | Number of days |
|---|---|---|---|---|---|---|
| | Ontario | Other | U.S.A. | Day | Month | |
| ft. | | | | | | |

| | # Days | Rate | Dollars | Cents |
|---|---|---|---|---|
| Camping | | | | |
| | # Days | Rate | Dollars | Cents |
| Boat | | | | |
| | # Days | Rate | Dollars | Cents |
| Electricity/ Comfort St. | | | | |

Total Amount

$

No Refunds

Extensions Require New Permit

REGISTRATION AND RECEIPT

_____

Signature of issuer

O. Reg. 257/78, s. 8.

# REGULATION 907

under the St. Lawrence Parks Commission Act

CONTROLLED ACCESS HIGHWAYS

THOUSAND ISLAND PARKWAY

**1.** The highways described in the Schedules are designated as controlled-access highways. R.R.O. 1970, Reg. 787, s. 1.

**Schedule 1**

In the Township of Leeds in the County of Leeds being,

(*a*) part of lots 19 to 24, both inclusive, Concession 1;

(*b*) part of the land formerly under the waters of the St. Lawrence River, fronting lots 20 and 21, Concession 1; and

(*c*) part of the road allowance between the townships of Leeds and Lansdowne,

and being the highway shown as PART 1 on Ministry of Transportation and Communications Plan P-2140-71, filed in the Archives of Ontario at Toronto as No. 1216.

2 miles, more or less.

R.R.O. 1970, Reg. 787, Sched. 1.

**Schedule 2**

In the Township of Lansdowne in the County of Leeds being,

(*a*) part of Lot A, Concession 1;

(*b*) part of lots 1 to 22, both inclusive, Concession 1;

(*c*) part of Lot 24, Concession 1;

(*d*) part of the land formerly under the waters of the St. Lawrence River, fronting lots 6 and 7, Concession 1; and

(*e*) part of the road allowance between,

(i) the townships of Leeds and Lansdowne,

(ii) lots 12 and 13, Concession 1,

(iii) lots 18 and 19, Concession 1, and

(iv) the townships of Leeds and Escott,

and being those portions of highway shown as PARTS 1 and 2, on Ministry of Transportation and Communications Plan P-2026-56, filed in the Archives of Ontario at Toronto as No. 1217.

7 miles, more or less.

R.R.O. 1970, Reg. 787, Sched. 2.

**Schedule 3**

In the Township of Escott in the County of Leeds being,

(*a*) part of Commons Lot, Broken Front Concession;

(*b*) part of lots 1 to 24, both inclusive, Broken Front Concession;

(*c*) part of lots P and Q, registered plan 192;

(*d*) part of blocks A, B, C, D, E, H and J, registered plan 196;

(*e*) part of the land under the waters of the Larues Mill Creek, Lot 22, Broken Front Concession;

(*f*) part of the land formerly under the waters of the St. Lawrence River, fronting lots 4, 5, 19 and 20, Broken Front Concession; and

(*g*) part of the road allowance between,

(i) the townships of Escott and Lansdowne,

(ii) lots 6 and 7, Broken Front Concession,

(iii) lots 12 and 13, Broken Front Concession,

(iv) lots 18 and 19, Broken Front Concession, and

(v) the townships of Escott and Yonge,

and being the highway shown as PART 1 on Ministry of Transportation and Communications Plan P-2016-26,

filed in the Archives of Ontario at Toronto as No. 1218.

7 miles, more or less.

R.R.O. 1970, Reg. 787, Sched. 3.

**Schedule 4**

In the Township of Yonge in the County of Leeds being,

(*a*) part of lots A and 1, Concession 1;

(*b*) part of Lot A, Broken Front Concession;

(*c*) part of lots 1 to 26, both inclusive, Broken Front Concession;

(*d*) part of the land formerly under the waters of the St. Lawrence River, fronting lots 12, 14, 15, 16, 17, 18, 19, 24 and 25, Broken Front Concession; and

(*e*) part of the road allowance between,

(i) the townships of Yonge and Elizabethtown,

(ii) lots 12 and 13, Broken Front Concession,

(iii) lots 18 and 19, Broken Front Concession, and

(iv) the townships of Yonge and Escott,

and being the highway shown as PART 1 on Ministry of Transportation and Communications Plan P-1847-32, filed in the Archives of Ontario at Toronto as No. 1219.

7 miles, more or less.

R.R.O. 1970, Reg. 787, Sched. 4.

# REGULATION 908

under the St. Lawrence Parks Commission Act

## HIGHWAY VESTED IN THE COMMISSION

**1.** The portions of highway in the townships of Lansdowne, Leeds and Yonge and Escott shown on Ministry of Transportation and Communications Plans P-2026-56, P-2140-71, P-1847-32 and P-2016-26 filed in the Archives of Ontario at Toronto as Nos. 1216, 1217, 1218 and 1219, respectively, are vested in The St. Lawrence Parks Commission. R.R.O. 1970, Reg. 788, s. 1, *revised*.

# REGULATION 909

under the St. Lawrence Parks Commission Act

## PARKS

### INTERPRETATION

**1.** In this Regulation,

(*a*) "all terrain vehicle" means a self-propelled vehicle designed to be driven,

(i) exclusively on snow or ice, or both, or

(ii) on land and water,

or any like vehicle, but does not include an automobile;

(*b*) "camp-site" means a parcel of land that is in an area operated by the Commission for the purpose of camping and that is marked by stakes planted at each of the four corners of the parcel and identified by a number painted or otherwise placed on the stakes;

(*c*) "comfort station" means a building containing flush water closets, electrical lighting and running water;

(*d*) "officer" means a person appointed to be in charge of a part of the Parks;

(*e*) "resident of Ontario" means a person who has actually resided in Ontario for a period of at least seven months during the twelve months immediately preceding the time that his or her residence becomes material under this Regulation;

(*f*) "shelter equipment" means any equipment used for the purpose of camping or dining and includes a tent, trailer, tent trailer, recreational vehicle, camper-back, dining shelter or other similar equipment;

(*g*) "youth group" means a group composed primarily of persons eighteen years of age or under accompanied by their supervisors;

(*h*) "vehicle" means a vehicle as defined in the *Highway Traffic Act*. O. Reg. 325/78, s. 1; O. Reg. 207/79, s. 1.

### CONDUCT OF PERSONS USING THE PARK

**2.**—(1) No person shall,

(*a*) cut, remove, or damage any plant, shrub or tree;

(*b*) deface, remove, or damage any property of the Commission; or

(*c*) go upon any area that is not maintained for the purpose, as indicated by signs posted,

within the Parks.

(2) No person shall enter the Parks by any means, except at a point designated for the purpose of entry by an officer. O. Reg. 325/78, s. 2.

**3.**—(1) No person shall,

(*a*) use abusive or insulting language or conduct himself in the Parks in a manner that unnecessarily interferes with the use and enjoyment of the Parks by other persons;

(*b*) throw stones or other missiles or break bottles in the Parks;

(*c*) sell or offer for sale any article or service in the Parks without a permit therefor issued by the Commission; or

(*d*) beg or solicit charity in the Parks.

(2) Where an officer or police officer believes on reasonable and probable grounds that a person has contravened subsection (1), he may remove the person from the Parks and the officer may cancel any permit of the person pertaining to the Parks.

(3) Where a permit is cancelled in accordance with subsection (2), the permittee is not entitled to a refund.

(4) No person who has been removed from the Parks under subsection (2) shall within the following seventy-two hour period enter or attempt to enter the Parks without the permission of an officer. O. Reg. 325/78, s. 3.

**4.** No person shall,

(*a*) possess an air-gun or fire-arm in the Parks unless the weapon is encased and the person in possession of it is in transit to a designated hunting point; or

(*b*) fire or discharge any torpedo, rocket or other fireworks within the Parks except in a place and at a time designated by an officer. O. Reg. 325/78, s. 4.

**5.**—(1) No person shall discard any refuse or abandon any object in the Parks except in containers provided by the Commission for the purpose.

(2) Every person using a camp-site or other facility in the Parks shall at all times maintain the area in a clean and sanitary condition, and when vacating the property shall restore such camp-site or other facility as nearly as possible to its natural condition and shall remove therefrom all personal belongings and effects. O. Reg. 325/78, s. 5.

**6.**—(1) The provisions of the *Forest Fires Prevention Act* and regulations made thereunder apply with necessary modifications in the Parks as though the Parks were within a declared fire region.

(2) Notwithstanding subsection (1), no person shall light or maintain a fire in the Parks except,

(*a*) in fire-places provided by the Commission for the purpose; or

(*b*) in a place designated by an officer.

(3) No person who lights a fire in the Parks shall leave the fire unattended.

(4) No person shall smoke in a building or other structure in the Parks where the Commission has erected a sign forbidding smoking. O. Reg. 325/78, s. 6.

**7.**—(1) No person shall permit an animal to be in the Parks unless it is on a leash that does not exceed two metres in length.

(2) No person shall ride a horse within the Parks, other than on a public highway, or in such areas and at such times as are designated by the Commission for the purpose.

(3) No person shall permit a horse, dog or other animal, whether on a leash or not, to be in any waters in the Parks that are used as a swimming area or upon any part of the beach adjacent thereto.

(4) An officer may distrain and impound or cause to be distrained or impounded a horse, dog or other animal where the owner or person in control is in contravention of subsection (1) or (3).

(5) Where an officer distrains or impounds an animal pursuant to subsection (4), the officer shall deliver the animal to a pound within the meaning of the *Pounds Act*. O. Reg. 325/78, s. 7.

**8.** No person shall operate a vehicle in the Parks except on a roadway or other place designated for the purpose. O. Reg. 325/78, s. 8.

**9.** No person shall operate an all terrain vehicle in the Parks except,

(*a*) in an area operated by an officer for the purpose;

(*b*) where such person is insured under a motor vehicle liability policy in accordance with the *Insurance Act*; and

(*c*) where such person is the holder of an all terrain vehicle permit. O. Reg. 325/78, s. 9.

**10.**—(1) No person shall operate a vehicle on the Long Sault Parkway at a greater rate of speed than 55 kilometres per hour.

(2) No person shall operate a vehicle upon the roadway from that part of the King's Highway known as No. 2 to the entrance to Old Fort Henry at a greater rate of speed than 30 kilometres per hour.

(3) Notwithstanding subsections (1) and (2), no person shall operate a vehicle on a roadway in the Parks at a rate of speed that in all circumstances constitutes a danger to persons or property. O. Reg. 325/78, s. 10.

**11.**—(1) In this section,

(*a*) "heavy vehicle" means a vehicle that has a gross weight exceeding 5000 kilograms, or a vehicle or combination of vehicles that transmits to the highway a weight in excess of 5000 kilograms;

(*b*) "highway" means a highway as defined in the *Highway Traffic Act*;

(*c*) "park" means the standing of a motor vehicle, whether occupied or not, otherwise than momentarily or under circumstances that are not under the control of the person operating the vehicle;

(*d*) "Parkway" means the 1000 Islands Parkway, being the highway property vested in the Commission by Regulation 908 of Revised Regulations of Ontario, 1980.

(2) No person shall operate or park a heavy vehicle on the Parkway without the consent of the Commission.

(3) Subsection (2) does not apply to,

(*a*) a person operating a heavy vehicle that is owned by or operated on behalf of the Government of Canada, the Province of Ontario or a local municipality or any board or agency thereof;

(*b*) a person engaged in the delivery or collection of goods or chattels to or from any property adjoining the Parkway to which there is no

other means of entry or exit, if the heavy vehicle operated by the person enters and leaves the Parkway by the intersecting highway that is nearest to that property;

(*c*) a person operating a heavy vehicle that is a recreational vehicle; or

(*d*) a person operating a bus as defined in the *Highway Traffic Act*. O. Reg. 492/80, s. 1.

**12.** No person shall land an aircraft within the Parks at any point other than at an airport licensed under the *Aeronautics Act* (Canada). O. Reg. 325/78, s. 11.

**13.**—(1) An officer may direct traffic and in cases of fire, accident, traffic congestion or other emergency, may direct it into such channels as are necessary to prevent or relieve congestion or give rights of way.

(2) Every person shall obey any direction given under subsection (1). O. Reg. 325/78, s. 12.

**14.** No person shall operate a public commercial vehicle as defined in the *Public Commercial Vehicles Act* within the Parks except for the purpose of making deliveries within the Parks. O. Reg. 325/78, s. 13.

**15.** No person shall park a vehicle in the Parks in a place other than one designated for the purpose by an officer. O. Reg. 325/78, s. 14.

**16.** No person or vehicle shall be in the Parks after sunset and before 9:00 a.m. without a permit specifically therefor issued by the Commission. O. Reg. 325/78, s. 15.

**17.** No person shall hold a picnic in the Parks except in an area operated by the Commission for the purpose. O. Reg. 325/78, s. 16.

**18.** No person shall engage in athletic games in the Parks except in an area operated by the Commission for the purpose. O. Reg. 325/78, s. 17.

CAMPING

**19.** No person shall occupy a camp-site in the Parks except under the authority of a camp-site and vehicle permit issued by the officer in charge of the camping area. O. Reg. 325/78, s. 18.

**20.** A camp-site and vehicle permit authorizes the permittee and his party to occupy the camp-site designated for a period specified in the permit, but not exceeding twenty-three days in the Park in the same year. O. Reg. 325/78, s. 19.

**21.**—(1) The officer may issue an additional vehicle permit to the holder of a valid camp-site and vehicle permit or the guests of the permit holder provided an area designated for the purpose of parking additional vehicles is available.

(2) No person shall park a vehicle for which an additional vehicle permit has been issued in the Parks except in an area designated for that purpose. O. Reg. 325/78, s. 20.

**22.** No person shall place or cause to be placed on a camp-site more than one vehicle and three pieces of shelter equipment. O. Reg. 325/78, s. 21.

**23.**—(1) A camp-site and vehicle permit expires at 2.00 p.m. on the last day of the period for which it is issued.

(2) Upon vacating a camp-site, the permittee shall surrender his permit to the officer in charge of the Parks.

(3) Where a permit is surrendered before its expiry, the permittee is not entitled to any refund.

(4) Where a person has been first issued a camp-site and vehicle permit for a particular camp-site he shall not leave the camp-site unattended for a period exceeding eight hours during the first twenty-four hours after the issuance of the permit.

(5) In addition to the requirements of subsection (4), where a person has been issued a camp-site and vehicle permit he shall not leave the camp-site unattended for a period exceeding forty-eight hours without the written permission of the officer.

(6) Where a person has contravened subsection (4), (5) or (9), the officer may cancel the permit of that person without refunding any part of the moneys paid therefor.

(7) Visitors to camp-sites shall leave the Parks by 11:00 p.m. on the day of admittance.

(8) A visitor remaining at a camp-site after 11:00 p.m. may be removed from the Parks by an officer.

(9) The number of persons authorized to occupy a camp-site shall not exceed six persons unless such persons comprise a single-family group of parents and unmarried children of the same household. O. Reg. 325/78, s. 22.

**24.**—(1) No person shall take a vehicle other than a bus licensed under the *Public Vehicles Act* into the Parks except under a daily vehicle permit, an annual vehicle permit, a camp-site and vehicle permit or an additional vehicle permit issued by the Commission.

(2) A daily vehicle permit expires at the posted hours of closing for the Parks on the day for which it is issued and an annual vehicle permit expires on the 31st day of March next following its date of issue.

(3) No person taking a vehicle into the Parks under the authority of a daily vehicle permit or an annual vehicle permit shall permit the motor

vehicle to remain therein after the posted hours of closing for the Parks on the day the motor vehicle is taken in. O. Reg. 325/78, s. 23.

**25.** No permit issued under this Regulation may be assigned or transferred. O. Reg. 325/78, s. 24.

**26.** The officer may open or close the Parks, or any portion thereof to the public by the erection of signs or other suitable means, for the purpose of,

(*a*) preventing overcrowding of the facilities of the Parks;

(*b*) dealing with a fire, flood or other emergency situation;

(*c*) public safety;

(*d*) maintenance, construction or any other work program carried out by the Commission or under the authority of the Commission; or

(*e*) preserving or protecting the environment. O. Reg. 325/78, s. 25.

MOVING PERMITS

**27.**—(1) No person shall move any building or structure along, across or upon the Parks without a moving permit issued by the Commission.

(2) The fee for a moving permit is $1. O. Reg. 325/78, s. 26.

ADMISSION FEES

**28.**—(1) The fees payable for a camp-site and vehicle permit are,

(*a*) $5 per day without electrical power and without a comfort station;

(*b*) $5.50 per day without electrical power and with a comfort station;

(*c*) $6.50 per day with electrical power and without a comfort station;

(*d*) $7 per day with electrical power and with a comfort station; and

(*e*) $3 per day for an additional vehicle permit.

(2) Notwithstanding subsection (1), members of a youth group sponsored by a religious, charitable or educational organization or other philanthropic organization approved by the Commission may be permitted to occupy free of charge a camp-site in an area operated by the officer for the purpose of group camping, provided,

(*a*) such a camp-site is available; and

(*b*) a request is made to the officer for such occupation at least two weeks in advance. O. Reg. 325/78, s. 27 (1, 2).

(3) Notwithstanding subsection (1), any resident of Ontario who is sixty-five years of age or over may obtain a camp-site and vehicle permit with or without electrical power, free of charge. O. Reg. 207/79, s. 2, *part*.

(4) The fees payable for vehicle entry permits are,

(*a*) $2 per day for a daily vehicle permit;

(*b*) $20 for an annual vehicle permit;

(*c*) $10 per day for a bus licensed under the *Public Vehicles Act*; and

(*d*) $1 for a daily all terrain vehicle permit. O. Reg. 466/78, s. 1, *part*.

(5) An unexpired permit issued to authorize the entry of a motor vehicle into any park under the *Provincial Parks Act* shall be deemed to be a permit for that vehicle to enter into the Parks operated by the Commission for the purpose of this section.

(6) Notwithstanding subsections (4) and (5), the driver of a bus may take the bus into the Parks free of charge if the driver presents to the officer at the entrance of the Parks a letter signed by,

(*a*) the person in charge of a home for the aged established under the *Charitable Institutions Act* or the *Homes for the Aged and Rest Homes Act*, requesting free entry on the day of arrival at the Parks of the vehicle or bus carrying residents of the home; or

(*b*) the person in charge of an approved centre under the *Elderly Persons Centres Act*, requesting free entry on the day of arrival at the Parks of the vehicle or bus carrying members of the centre. O. Reg. 325/78, s. 27 (4-6).

(7) Notwithstanding subsections (1) and (4), any resident of Ontario who is sixty-five years of age or over may take a vehicle or bus into the Parks free of charge. O. Reg. 207/79, s. 2, *part*.

(8) Members of a youth group sponsored by a religious, charitable or educational organization or other philanthropic organization approved by the Commission may be permitted to occupy, free of charge, a site operated by the officer for the purpose of day-use, provided,

(*a*) a site is available; and

(*b*) a request is made to the officer for such occupation at least twenty-four hours in advance. O. Reg. 325/78, s. 27 (8).

**29.**—(1) The fee for entry to Old Fort Henry is,

(*a*) for each person over fifteen years of age, $2.75;

(*b*) notwithstanding clause (*a*), for each resident of Ontario who is sixty-five years of age or over, $1.50;

(*c*) notwithstanding clause (*a*), for each person from six to fifteen years of age, students and supervisors of a school or youth group, $1; and

(*d*) notwithstanding clause (*a*), for a family consisting of two adults and three or more children from six to fifteen years of age, $7.50.

(2) The fee for entry to Upper Canada Village is,

(*a*) for each person over fifteen years of age, $3.75;

(*b*) notwithstanding clause (*a*), for each resident of Ontario who is sixty-five years of age or over, $2;

(*c*) notwithstanding clause (*a*), for each person from six to fifteen years of age, students and supervisors of a school or youth group, $1.25; and

(*d*) notwithstanding clause (*a*), for a family consisting of two adults and three or more children from six to fifteen years of age, $10. O. Reg. 1005/80, s. 1, *part*.

**30.**—(1) Notwithstanding section 29, upon payment of a fee of $10, the person making the payment shall be issued an entry permit which entitles that person to enter Old Fort Henry or Upper Canada Village from the opening date until the closing date in each year.

(2) A person holding a valid admission or season ticket for entry to Upper Canada Village may take his vehicle into Crysler Beach without payment of a further fee on presenting such ticket to the officer in charge at the entrance to that beach. O. Reg. 99/80, s. 1, *part*.

**31.**—(1) Subject to subsection (2), the fee for the use of the golf course at Crysler Farm Battlefield Park by any person is,

(*a*) $9 a day for eighteen holes; or

(*b*) $4.50 after 5.00 p.m. on any day.

(2) The fee for a season ticket entitling any person to use the golf course at Crysler Farm Battlefield Park at any time it is open is,

(*a*) $200 a person; or

(*b*) $275 for a husband and wife. O. Reg. 1005/80, s. 1, *part*.

**32.**—(1) The fee for admission to the "Sound and Light" presentation in the Battle Memorial Building is 50 cents for each person over fifteen years of age.

(2) A person over fifteen years of age holding a valid admission or season ticket for entry to Upper Canada Village may be admitted to the "Sound and Light" presentation without payment of a further fee. O. Reg. 325/78, s. 31.

**33.** The fee for sleigh rides is $1 for each person. O. Reg. 325/78, s. 33.

PENALTIES

**34.** The penalty for a breach of this Regulation is a fine not exceeding $100. O. Reg. 325/78, s. 34.

# REGULATION 910

under the Securities Act

## GENERAL

### PART I

### INTERPRETATION

**1.**—(1) Every term used in this Regulation that is,

(*a*) defined in section 1 of the Act is used in this Regulation as so defined unless it is otherwise defined in this Regulation or the context otherwise requires;

(*b*) defined in a Part of the Act for purposes of that Part, is used as so defined in those sections of this Regulation that relate to the subject matter of that Part; and

(*c*) defined only for a Part or section of this Regulation is, unless otherwise provided, so defined only for the purposes of such Part or section.

(2) In this Regulation,

(*a*) "debt security" means any bond, debenture, note or similar instrument representing indebtedness, whether secured or unsecured;

(*b*) "finance company" means an issuer, its subsidiaries and affiliates that,

(i) has issued securities on or after the 1st day of May, 1967, in respect of which a prospectus was filed and a receipt therefor obtained under a predecessor of this Act, or

(ii) distributes its securities in Ontario, without filing a prospectus in respect thereof, in reliance on paragraph 4 of subsection 34 (2) of the Act,

and is,

(iii) an issuer, or a subsidiary or affiliate of an issuer, a material business activity of which involves,

(A) purchasing, discounting or otherwise acquiring promissory notes, acceptances, accounts receivable, bills of sale, chattel mortgages, conditional sales contracts, drafts and other obligations representing part or all of the sales price of merchandise, or services,

(B) factoring or purchasing and leasing personal property as part of a hire purchase or similar business, or

(C) making secured and unsecured loans,

but does not include,

(iv) a bank to which the *Bank Act* (Canada) applies, the Federal Business Development Bank, a loan corporation or trust company registered under the *Loan and Trust Corporations Act* or an insurance company licensed under the *Insurance Act*,

(v) a credit union or credit union league incorporated under the *Credit Unions and Caisses Populaires Act*,

(vi) an underwriter or dealer, or

(vii) any issuer that, in the opinion of the Director carries on operations making it more appropriate that such issuer be designated as an industrial company or natural resource company;

(*c*) "industrial company" means an issuer designated by the Director as an industrial company;

(*d*) "insurance company" means an issuer licensed under the *Insurance Act*;

(*e*) "natural resource company" means a mining, gas, oil or exploration issuer designated by the Director as a natural resource company;

(*f*) "variable insurance contract" means a contract of life insurance under which the interest of the purchaser is valued for purposes of conversion or surrender by reference to the value of a proportionate interest in a specified portfolio of assets.

(3) Subject to subsection (4), for the purposes of the Act and this Regulation, where a recommendation has been made in the Handbook of the Canadian Institute of Chartered Accountants which is applicable in the circumstances, the terms "generally accepted accounting principles", "auditor's report" and "generally accepted auditing standards" mean the principles, report and standards, respectively, recommended in the Handbook.

(4) Subject to section 46, where an issuer is incorporated or organized in a jurisdiction other than Canada

or a province or territory thereof, "generally accepted accounting principles" may, at the option of the issuer, mean such principles as prescribed in the incorporating jurisdiction by or pursuant to applicable legislation or where a recommendation has been made by an association in that jurisdiction equivalent to the Canadian Institute of Chartered Accountants, the principles recommended by that association, but where an option is exercised under this subsection, the notes to the financial statements shall state which option has been applied in the choice of generally accepted accounting principles.

(5) Where the Act or this Regulation requires the disclosure of the number or percentage of securities beneficially owned by a person and, by virtue of subsection 1 (5) of the Act, one or more companies will also have to be shown as beneficially owning the securities, a statement disclosing all the securities beneficially owned by the person or deemed to be beneficially owned, and indicating whether the ownership is direct or indirect and, if indirect, indicating the name of the controlled company or company affiliated with the controlled company through which the securities are indirectly owned and the number or percentage of the securities so owned by the company, shall be deemed sufficient disclosure without disclosing the name of any other company which is deemed to beneficially own the same securities.

(6) Where the Act or this Regulation requires the disclosure of the number or percentage of securities beneficially owned by a company and, by virtue of subsection (1) (6) of the Act, one or more other companies will also have to be shown as beneficially owning the securities, a statement disclosing all securities beneficially owned or deemed to be beneficially owned by the parent company and indicating whether the ownership is direct or indirect and, if indirect, indicating the name of the subsidiary through which the securities are indirectly owned and the number or percentage of the securities so owned, shall be deemed sufficient disclosure without disclosing the name of any other company which is deemed to beneficially own the same securities.

(7) A company shall be deemed to be another's holding company or parent company if that other is its subsidiary. O. Reg. 478/79, s. 1.

FINANCIAL STATEMENTS

**2.**—(1) Subject to subsections (3) and (4), the financial statements permitted or required by the Act or this Regulation shall be prepared in accordance with generally accepted accounting principles and with any applicable provision of the Act or this Regulation. O. Reg. 478/79, s. 2 (1); O. Reg. 190/80, s. 1.

(2) Where an auditor reports on a financial statement required by the Act or this Regulation, the report shall be prepared in accordance with generally accepted auditing standards and with any applicable provision of the Act or this Regulation.

(3) Where the issuer is,

(*a*) a bank to which the *Bank Act* (Canada) applies; or

(*b*) a company undertaking and transacting life insurance licensed under the *Insurance Act,*

the financial statements of the bank or insurance company are not required to comply with subsection (1) if the financial statements are prepared in accordance with a statute incorporating, continuing or governing the bank or insurance company and any applicable generally accepted accounting principles.

(4) Notwithstanding subsection (1), where a financial statement is not prepared in accordance with generally accepted accounting principles,

(*a*) the Director may accept the financial statement for the purposes for which it is to be filed,

(i) where the Director is satisfied that it is not reasonably practicable for the issuer to revise the presentation in the financial statement to conform to generally accepted accounting principles, or

(ii) where the Commission by its order under clause (*b*) has previously accepted a financial statement of the same issuer with a corresponding variation from generally accepted accounting principles and the Director is satisfied that there has been no material change in the circumstances upon which the decision of the Commission was based; or

(*b*) the Commission may, by order, accept the financial statement after giving interested parties an opportunity to be heard if the Commission is satisfied in all the circumstances of the particular case that the variation from generally accepted accounting principles is supported or justified by considerations that outweigh the desirability of uniform adherence to generally accepted accounting principles and the Commission shall publish written reasons for any acceptance of financial statements under this paragraph.

(5) Except where expressly provided otherwise in the Act or in sections 9, 40, 53, 79 and 82, each financial statement prepared under a requirement of the Act or this Regulation shall include an auditor's report on the statement.

(6) It is not necessary to designate the financial statements referred to in the Act or this Regulation as the income statement, statement of surplus, statement of changes in financial position, balance sheet, statement of investment portfolio, statement of portfolio transactions, or statement of changes in net assets.

(7) Notwithstanding anything in this Part, it is not necessary to state in a financial statement any matter that in all the circumstances is of relative insignificance. O. Reg. 478/79, s. 2 (2-7).

## Part II

## Continuous Disclosure for Issuers Other Than Mutual Funds

### NON-FINANCIAL MATTERS

**3.** Every report required to be filed under subsection 74 (2) of the Act,

(*a*) shall be prepared in accordance with Form 27; and

(*b*) subject to section 4, shall be delivered to the Commission in an envelope addressed to the Commission and marked "Continuous Disclosure". O. Reg. 478/79, s. 3.

**4.** Where the reporting issuer files,

(*a*) the report required by subsection 74 (2) of the Act in reliance on,

(i) subsection 74 (3) of the Act, or

(ii) item 7 of Form 27; or

(*b*) the notification required by subsection 74 (4) of the Act,

everything that is required to be filed thereby shall be marked "Confidential" and placed in an envelope addressed to the Secretary marked "Confidential – s. 74". O. Reg. 478/79, s. 4.

### OTHER DISCLOSURE

**5.**—(1) Every report required to be filed under subsection 80 (2) of the Act shall be prepared in accordance with Form 28.

(2) The information contained in a report required to be filed under subsection 80 (2) of the Act shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(3) The order of items set out in Form 28 need not be followed.

(4) Where practicable and appropriate, information required by Form 28 shall be presented in tabular form.

(5) All amounts required by Form 28 shall be stated in figures.

(6) Information required by more than one applicable item in Form 28 need not be repeated.

(7) No statement need be made in response to any item in Form 28 which is inapplicable and negative answers to any item may be omitted. O. Reg. 478/79, s. 5.

**6.**—(1) Every reporting issuer shall file, in duplicate,

(*a*) a copy of all material sent by the reporting issuer to its security holders; and

(*b*) subject to subsection (2), all information not already filed with the Commission, whether in the same or a different form, that it files with a government of another jurisdiction, or an agency thereof, or with a stock exchange of another jurisdiction, under the securities or corporation law of that jurisdiction or under the by-laws, rules or regulations of the stock exchange, on the basis that it is material to investors although the information is not specifically required to be filed by the terms of the applicable statute or regulation, or of the applicable by-laws, rules or regulations of the stock exchange.

(2) No information is required to be filed with the Commission under clause (1) (*b*) where the information filed in the other jurisdiction is information that is specifically required to be filed in the other jurisdiction by the terms of the applicable statute, regulation, or of the by-laws, rules or regulations of the stock exchange.

(3) Information required to be filed with the Commission under subsection (1) shall be sent to the Commission within twenty-four hours after,

(*a*) sending the information referred to in clause (1) (*a*) to its security holders; or

(*b*) filing in another jurisdiction the information referred to in clause (1) (*b*).

(4) Information that is filed with the Commission under clause (1) (*b*) and that has been filed on a confidential basis in all other jurisdictions in which it is filed, shall be kept confidential so long as it remains confidential in all those other jurisdictions. O. Reg. 478/79, s. 6.

### FINANCIAL MATTERS
### INTERIM FINANCIAL DISCLOSURE

**7.**—(1) The interim financial statements required to be filed under subsection 76 (1) of the Act shall include,

(*a*) subject to subsection (2), a statement of changes in financial position; and

(*b*) an income statement.

(2) Every issuer primarily engaged in the business of investing shall file a statement of changes in net assets for each period in lieu of a statement of changes in financial position. O. Reg. 478/79, s. 7.

**8.** The interim financial statements under subsection 76 (1) of the Act shall present financial information for the current fiscal year to the date to which the financial statements are prepared and may include as additional information, financial information for the most recent three-month period to the date to which the financial statements are prepared, and which may be comparative for the corresponding three-month period in the last financial year. O. Reg. 602/79, s. 1.

**9.** The interim financial statements under section 76 of the Act need not include an auditor's report. O. Reg. 478/79, s. 9.

ANNUAL FINANCIAL DISCLOSURE

**10.**—(1) The financial statements required to be filed under section 77 of the Act by an issuer that is not a mutual fund in Ontario shall include,

(*a*) an income statement;

(*b*) a statement of surplus;

(*c*) subject to subsection (2), a statement of changes in financial position; and

(*d*) a balance sheet,

prepared for or as at the end of the period as applicable.

(2) Every issuer primarily engaged in the business of investing shall file a statement of changes in net assets for each period in lieu of a statement of changes in financial position. O. Reg. 478/79, s. 10.

**11.** Every financial statement required to be filed under section 77 of the Act shall be approved by the board of directors of the reporting issuer and the approval shall be evidenced by the manual or facsimile signatures of two directors duly authorized to signify the approval. O. Reg. 478/79, s. 11.

FINANCE COMPANIES

**12.**—(1) Each finance company not otherwise required to file financial statements in accordance with sections 76 and 77 of the Act, shall file, in duplicate, the financial statements required under subsection 76 (1) and subsection 77 (1), as appropriate, as though the finance company were subject to the said subsections.

(2) Subject to subsection (3), each finance company whether or not otherwise required to file financial statements in accordance with sections 76 and 77 of the Act, shall file, annually, within 140 days after the end of its financial year,

(*a*) a report prepared in accordance with Form 29; and

(*b*) such other forms as are deemed appropriate by the Commission.

(3) A finance company shall not be required to comply with subsection (2) where,

(*a*) the Association of Canadian Financial Corporations, after consultation with the Investment Dealers' Association of Canada, has passed a by-law setting a standard of continuous disclosure for its members deemed by the Commission to be an appropriate alternative to the disclosure required by subsection (2);

(*b*) the finance company, whether it is a member of the Association of Canadian Financial Corporations or an agreeing non-member,

(i) complies with the by-law referred to in clause (*a*),

(ii) files copies of each report required by such by-law with the Association of Canadian Financial Corporations in accordance with the by-law, with the Commission and The Toronto Stock Exchange as required by subsection (8), and

(iii) agrees that it will, forthwith upon the request of the Association of Canadian Financial Corporations or of an interested party, add the name of an interested party to its mailing list for distribution of such reports until the interested party requests or agrees to the removal of his name from the mailing list.

(4) For the purposes of subsection (3), an "agreeing non-member" is a finance company that is not a member of the Association of Canadian Financial Corporations but has filed an undertaking with the Commission that it will comply with the by-law of the Association of Canadian Financial Corporations relating to continuous disclosure. O. Reg. 478/79, s. 12 (1-4).

(5) Where the Commission, upon application by a finance company, is of the opinion that the mode of operation of the applicant is such that some or all of the reporting requirements of subsection (1) or (2) are not appropriate, the Commission may order, on such terms and conditions as it considers necessary, that some or all of the reporting requirements of subsection (1) or (2) do not apply to the finance company. O. Reg. 190/80, s. 2 (1).

(6) Every report filed under subsection (2) shall be accompanied by a report of the auditor of the finance company stating that he has read the report and that he has no reason to believe that there are any misrepresentations in the information contained therein that is derived from the financial statements upon which he reported or that is within his knowledge as a result of his audit of such financial statements. O. Reg. 190/80, s. 2 (2), *part*.

(7) Copies of the report required by subsection (2) or prepared in accordance with subsection (3), including exhibits and all papers and documents required in support thereof, shall be filed with the Commission and, where any security of the finance company is listed on The Toronto Stock Exchange, a copy of such report shall be filed with The Toronto Stock Exchange.

(8) The reports filed with the Commission and The Toronto Stock Exchange shall be manually signed by a senior financial officer of the finance company.

(9) Every finance company shall, upon the request of a debt security holder of the finance company, provide the debt security holder with a copy of its financial statements most recently filed under section 76 or section 77 of the Act or under subsection (1) of this section. O. Reg. 478/79, s. 12 (8-10).

MISCELLANEOUS

**13.** Where applicable, and where the period or date reported on is a financial year or financial year end, the following additional matters shall be referred to in the financial statements or by way of a note to the financial statements:

1. In the case of a finance company or an issuer engaged primarily in investing, an analysis of shares, bonds, debentures and other investments showing separately,
   i. the name of each issuer of the securities owned by the company,
   ii. the class or designation of each security held,
   iii. the number of each class of shares or aggregate face value of each class of other securities held, and
   iv. the cost and market value of each class of securities held and if the carrying value is other than average cost, the basis of valuation.
2. In the case of an industrial or natural resource company that is in the promotional, exploratory or developmental stage, an analysis, if material, of shares, bonds, debentures and other investments owned by the company showing separately,
   i. the name of each issuer of the securities held,
   ii. the class or designation of each security held,
   iii. the number of each class of shares or aggregate face value of each class of other securities held, and
   iv. the cost and market value of each class of securities held and, if the carrying value is other than average cost, the basis of valuation.
3. In the case of an industrial or natural resource company that is in the promotional, exploratory or developmental stage, an analysis of deferred charges, if material, for the period covered by the income statement or statement of changes in financial position, segregating year by year, expenditures for development and exploration from expenditures for administration and showing the total for each. O. Reg. 478/79, s. 13.

PART III

PROSPECTUS REQUIREMENTS

FURTHER EXEMPTIONS

**14.** Section 52 of the Act does not apply to a distribution of securities where,

(*a*) the trade is in a variable insurance contract by a company licensed under the *Insurance Act* if the variable insurance contract is,
   (i) a contract of group insurance,
   (ii) a whole life insurance contract providing for the payment at maturity of an amount not less than three-quarters of the premiums paid up to age 75 for a benefit payable at maturity,
   (iii) an arrangement for the investment of policy dividends and policy proceeds in a separate and distinct fund to which contributions are made only from policy dividends and policy proceeds, or,
   (iv) a variable life annuity;

(*b*) the trade is made in a security of an issuer, and,
   (i) each of the parties to the trade is a person or company who is, as regards such issuer, a person or company referred to in subparagraph iii of paragraph 11 of subsection 1 (1) of the Act, or
   (ii) consists of the purchase, redemption or acquisition by the issuer of a security of the issuer;

(*c*) the trade is made by the issuer in securities of its own issue to a promoter of the issuer or is made by a promoter to another promoter of the issuer in such securities;

(*d*) the trade is made in a security of a mutual fund that,

(i) is administered by a trust company registered under the *Loan and Trust Corporations Act*,

(ii) has no promoter or manager other than one or more trust companies registered under the *Loan and Trust Corporations Act*, and

(iii) consists of a pool of funds maintained solely to serve retirement income funds, deferred profit sharing plans and pension plans registered under the *Income Tax Act* (Canada), alone or in combination with retirement savings plans, home ownership savings plans, or other savings plans registered under the *Income Tax Act* (Canada);

(*e*) the securities involved in the trade were previously disposed of by the issuer pursuant to the exemptions in clause 71 (1) (*p*) of the Act or clause (*g*) of this section and each of the parties to the trade is one of the not more than twenty-five purchasers referred to in the former clause or each of the parties to the trade is one of the not more than fifty purchasers referred to in the latter clause and a vendor who relies upon this clause is in compliance with subsection 71 (3) of the Act;

(*f*) the trade is made by an issuer of equity securities pursuant to a plan made available by that issuer to holders of a class of publicly traded securities of the issuer, which plan permits the holder to direct that dividends or interest paid in respect of securities of the issuer's own issue be applied to the purchase from the issuer of publicly traded equity securities of the issuer's own issue or any other securities of the issuer which are redeemable at the option of the holder; or

(*g*) the trade is made by a promoter of an issuer or by an issuer in a government incentive security of the issuer's own issue, if solicitations are made to not more than seventy-five prospective purchasers resulting in sales to not more than fifty purchasers, where,

(i) each investor to whom securities are sold in reliance on this exemption has been supplied with an offering memorandum referred to in clause 21 (1) (*b*) and information identifying every officer and director of the issuer and every promoter thereof and giving the particulars of such of their professional qualifications and associations during the immediately preceding five years as are relevant to the undertaking being financed and indicating which of the directors will be devoting his full time to the affairs of the issuer,

(ii) each investor has access to substantially the same information concerning the issuer that a prospectus filed under this Act would provide and is,

(A) an investor who, by virtue of his net worth and investment experience or by virtue of consultation with or advice from a person or company who is not a promoter of the issuer whose securities are being offered and who is a registered adviser or a registered dealer, is able to evaluate the prospective investment on the basis of information respecting the investment presented to him by the issuer, or

(B) a senior officer or director of the issuer or of an affiliate of the issuer or a spouse, parent, brother, sister or child of any such director or officer,

(iii) the offer and sale of the securities are not accompanied by an advertisement and no selling or promotional expenses have been paid or incurred in connection therewith, except for professional services or for services performed by a registered dealer, and

(iv) each investor to whom securities are sold in reliance on this exemption is given a contractual right of action described in the offering memorandum referred to in section 21, and

(v) the vendor who relies upon this clause complies with subsection 71 (3) of the Act. O. Reg. 478/79, s. 14; O. Reg. 667/79, s. 1 (1, 2); O. Reg. 190/80, s. 3.

**15.**—(1) For the purposes of clause 14 (*a*), "contract", "group insurance", "life insurance", and "policy" have the meaning ascribed to them under sections 1 and 148 of the *Insurance Act*. O. Reg. 478/79, s. 15.

(2) "Government incentive security" means a security designed to enable the holder thereof to receive a grant or other monetary benefit, such as a right to a credit against taxes or a deduction in the determination of income for tax purposes, pursuant to provisions of a statute or a regulation of Canada or Ontario or another province or territory of Canada designated by the Commission for the purposes of clause 14 (*g*). O. Reg. 190/80, s. 4.

**16.** Section 52 of the Act does not apply to the first trade in securities previously acquired under,

(*a*) the exemption contained in clause 71 (1) (*j*) of the Act if,

(i) when such exemption was relied upon, a securities exchange take-over bid circular

in respect of the securities was filed by the offeror under the Act, and

(ii) the first trade is not a distribution as defined in subparagraph iii of paragraph 11 of subsection 1 (1) of the Act; or

(*b*) the exemption contained in clause 71 (1) (*o*) of the Act, where the purchaser is a promoter of the issuer. O. Reg. 478/79, s. 16; O. Reg. 667/79, s. 2.

**17.**—(1) The first trade in securities acquired pursuant to the exemption contained in clause 14 (*c*) is a distribution unless such first trade is made in accordance with subsection 71 (7) of the Act as if subsection (7) were applicable thereto.

(2) The first trade in securities acquired pursuant to the exemption contained in clause 14 (*e*) is a distribution unless such first trade is made in accordance with subsection 71 (4) of the Act as if subsection (4) were applicable thereto.

(3) The first trade in securities by a purchaser who acquired them pursuant to the exemption contained in clause 16 (*b*) is a distribution unless such first trade is made in accordance with subsection 71 (7) of the Act as if subsection (7) were applicable thereto.

(4) The first trade in securities acquired under an exemption in clause 71 (1) (*h*) of the Act is a distribution, except that where the provisions of clauses 71 (5) (*a*), (*b*) and (*c*) of the Act have been fulfilled as though such subsection made reference to clause (*h*) then such first trade is a distribution only if it is a distribution as defined in subparagraph iii of paragraph 11 of subsection 1 (1) of the Act. O. Reg. 667/79, s. 3, *part*.

(5) The first trade in securities acquired by a purchaser under the exemption contained in clause 14 (*f*) is a distribution unless such first trade is made in accordance with subsection 71 (5) of the Act as if subsection (5) were applicable thereto.

(6) The first trade in securities acquired by a purchaser pursuant to the exemption contained in clause 14 (*g*) is a distribution unless such first trade is made in accordance with subsection 71 (4) of the Act as if subsection (4) were applicable thereto. O. Reg. 190/80, s. 5.

**18.** The exemptions contained in paragraph 10 of subsection 34 (2), subsection 71 (5) and clause 72 (1) (*a*) of the Act apply where the securities being traded are those of a company that,

(*a*) is incorporated but not continued under the *British Columbia Companies Act*, S.B.C., 1973, c. 18, as amended;

(*b*) is not a reporting company within the meaning of section 2 of the *British Columbia Securities Act*, S.B.C., 1967, c. 45, as amended; and

(*c*) does not offer its securities for sale to the public,

as if the company were a private company as defined in the Act. O. Reg. 190/80, s. 6.

RESTRICTION OF EXEMPTIONS

**19.**—(1) The exemption contained in clause (*c*) of paragraph 1 of subsection 34 (2) of the Act, and the corresponding exemption in clause 72 (1) (*a*) of the Act do not apply to bonds, debentures or other evidences of indebtedness that are subordinate in right of payment to deposits held by the issuer or guarantor of such bonds, debentures or other evidences of indebtedness.

(2) The exemptions contained in paragraph 3 of subsection 34 (2) and clause 72 (1) (*a*) of the Act for securities of a private mutual fund as defined in subparagraph ii of paragraph 32 of subsection 1 (1) of the Act do not apply to securities of a mutual fund administered by a trust company if there is a promoter or manager of the mutual fund other than the trust company. O. Reg. 478/79, s. 18.

**20.** The exemption in clause 71 (1) (*p*) of the Act is unavailable where the solicitations therein referred to are made, in the aggregate, in all jurisdictions including Ontario, to more than fifty prospective purchasers resulting in sales to not more than twenty-five purchasers. O. Reg. 478/79, s. 19.

**21.**—(1) In this section,

(*a*) "contractual right of action" means a right of action against an issuer for rescission of damages, which right,

(i) is available to an investor to whom an offering memorandum has been delivered by or on behalf of the seller of securities referred to in the offering memorandum if the offering memorandum contains a misrepresentation,

(ii) is exercisable on notice given to the issuer not later than ninety days after the date on which payment was made for the securities or after the initial payment, where payments subsequent to the initial payment are made pursuant to a contractual commitment assumed prior to, or concurrently with, the initial payment,

(iii) reasonably corresponds to the rights provided in section 126 of the Act applicable to a prospectus, and may be subject to defences equivalent to defences available under subsection (2) of that section, and

(iv) includes a provision stating that the right is in addition to any other right or remedy available at law to the investor;

(*b*) "offering memorandum" means a document purporting to describe the business and affairs of an issuer that has been prepared primarily for delivery to and review by prospective investors so as to assist those investors to make an investment decision in respect of securities being sold in a distribution to which section 52 or section 61 of the Act would apply but for the availability of one or more of the exemptions contained in clause 71 (1) (*c*) (*d*) or (*p*) of the Act or clause 14 (*g*) of this Regulation, but does not include,

(i) a document setting out current information about an issuer for the benefit of prospective investors familiar with the issuer through prior invesment or business contacts, or

(ii) for the purpose of subsection (3), an annual report, interim report, information circular, takeover bid circular, issuer bid circular, prospectus or other such document the content of which is prescribed by statute or regulation.

(2) The exemption in clause 71 (1) (*d*) of the Act is unavailable as to a trade made through an advertisement of the securities in printed media of general and regular paid circulation, radio or television, unless an offering memorandum is furnished to the investor concurrently with or prior to the completion of the investment, and the investor is given a contractual right of action that is described in the offering memorandum.

(3) Where a seller or proposed seller of securities effects a trade to which section 52 or 61 of the Act would apply but for an exemption in clause 71 (1) (*c*), (*d*) or (*p*) of the Act or clause 14 (*g*) of this Regulation, and the seller or proposed seller is,

(*a*) the issuer or an affiliate of the issuer;

(*b*) a person, company or combination of persons or companies having the relationship to the issuer described in subparagraph iii of paragraph 11 of subsection 1 (1) of the Act; or

(*c*) an underwriter who, acting as underwriter, acquired the securities from a person or company described in clause (*a*) or (*b*),

and the seller or proposed seller or a person or company acting on behalf of the seller or proposed seller delivers an offering memorandum to a prospective investor to whom securities are sold in reliance on clause 71 (1) (*c*), (*d*) or (*p*) of the Act or clause 14 (*g*) of this Regulation, the exemptions in clauses 71 (1) (*c*), (*d*) and (*p*) of the Act and clause 14 (*g*) of this Regulation, are unavailable as to the trade with that prospective investor unless the prospective investor is given a contractual right of action that is described in the offering memorandum.

(4) Where the inclusion of a contractual right of action in an offering memorandum is required by subsection (2) or (3) as a condition to the availability of an exemption, two copies of the offering memorandum shall be delivered to the Commission concurrently with or before the date upon which a report referred to in subsection 71 (3) of the Act is filed with the Commission. O. Reg. 190/80, s. 7.

FILING REQUIREMENTS

**22.** A mutual fund may file a summary statement as a separate document in the form prescribed in this Part together with a prospectus filed under section 52 or 61 of the Act. O. Reg. 190/80, s. 8.

**23.**—(1) Where any solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession gives authority to a statement made by him is named as having prepared or certified any part of a prospectus, summary statement or documents prepared in connection with a summary statement, or is named as having prepared or certified a report or valuation used in or in connection with a prospectus or summary statement, the written consent of the person or company to being so named and to such use of the report or valuation shall be filed not later than the time the prospectus is filed. O. Reg. 190/80, s. 9 (1).

(2) The Director may dispense with the filing of a consent required by subsection (1) if, in his opinion, the filing is impracticable or involves undue hardship. O. Reg. 478/79, s. 21 (2).

(3) The consent of the auditor or accountant referred to in subsection (1) shall refer to his report stating the date thereof and the dates of the financial statements on which the reports are made, and shall contain a statement that he has read the prospectus and he has no reason to believe that there are any misrepresentations in the information contained therein that is derived from the financial statements upon which he reported or that is within his knowledge as a result of his audit of such financial statements. O. Reg. 190/80, s. 9 (2).

(4) Where a solicitor, auditor, accountant, engineer, appraiser or other person or company referred to in subsection (1),

(*a*) has received or expects to receive any interest, whether direct or indirect, in the property of the issuer or any associate or affiliate of the issuer; or

(*b*) beneficially owns, directly or indirectly, any securities of the issuer or any associate or affiliate of the issuer,

the interest or ownership shall be disclosed in the prospectus.

(5) Where a person or company referred to in subsection (1) is or is expected to be elected, appointed or employed as a director, officer or employee of the issuer or any associate or affiliate of the issuer, the fact or expectation shall be disclosed in the prospectus. O. Reg. 602/79, s. 2, *part*.

**24.** Where any change is proposed to be made in a preliminary prospectus or prospectus that in the opinion of the Director materially affects any consent required by section 23 the Director may require that a further consent be filed before an amendment to the preliminary prospectus or prospectus is accepted. O. Reg. 478/79, s. 22.

**25.** There shall be filed at the time of the filing of a preliminary prospectus for a natural resource company or at the time of the filing of a prospectus for a natural resource company under section 61 of the Act, as the case may be, a full and up-to-date report on the property of the natural resource company referred to in paragraph (*b*) or (*c*) of item 9 in Form 14 and the development thereof, made by an individual who is a mining engineer, geologist or other qualified individual, acceptable to the Director accompanied by a certificate on the report which certificate shall state,

(*a*) the address and occupation of the individual;

(*b*) the qualifications of the individual;

(*c*) whether or not the report is based on personal examination;

(*d*) the date of any such examination;

(*e*) where the report is not based on personal examination, the source of the information contained in the report; and

(*f*) whether or not the individual has, directly or indirectly, received or expects to receive any interest, direct or indirect, in the property of the person or company or any associate or affiliate of the person or company, or beneficially owns, directly or indirectly, any securities of the person or company or any associate or affiliate of the person or company and, if so, the particulars of the interest or beneficial ownership. O. Reg. 478/79, s. 23.

CONTENT OF PROSPECTUSES – NON-FINANCIAL MATTERS

INTERPRETATION

**26.**—(1) In sections 27 and 28,

(*a*) "trustee" means any person or company named as trustee under the terms of a trust indenture, whether or not the person or company is a trust company authorized to carry on business in Ontario;

(*b*) "trust indenture" means any deed, indenture or document, including any supplement or amendment to any deed, indenture or document by the terms of which a person or company issues securities and in which a trustee is named as trustee for the holders of the securities issued thereunder;

(*c*) "underwriter" means an underwriter that has signed a certificate included in a prospectus under section 58 of the Act.

(2) For the purposes of the reports required under section 25 and for references to the property of an issuer contained in Form 14, where the report or reference relates to the property of a natural resource company,

(*a*) "commercial production" means output from a well of such quantity of crude oil, liquid hydrocarbons, natural gas and natural gas liquids as, having regard to the cost of drilling and production and the price, kind and quality of such production, would justify from a commercial and economic standpoint the drilling of a similar well in the immediate surroundings;

(*b*) "crude oil" means a mixture that consists mainly of pentanes and heavier hydrocarbons, that may contain sulphur compounds and that is recoverable at a well from an underground reservoir and that is liquid at the conditions under which its volume is measured or estimated and includes all other liquid hydrocarbons so recoverable except natural gas liquids;

(*c*) "indicated ore" has the same meaning as "probable ore";

(*d*) "inferred ore" has the same meaning as "possible ore";

(*e*) "measured ore" has the same meaning as "proven ore";

(*f*) "natural gas" means a mixture, consisting principally of hydrocarbons that may contain non-hydrocarbon gases such as carbon dioxide, hydrogen sulphide, nitrogen or other elements, which mixture is recoverable from an underground reservoir and is in the gaseous phase or in solution with crude oil in the reservoir;

(*g*) "natural gas liquids" means the hydrocarbon components, propane, butanes, and pentanes plus, or a combination of them, which hydrocarbon components are subject to recovery from raw gas as liquids by the processes of condensation or absorption, which recovery takes place in field separators, scrubbers, gas processing and reprocessing plants or cycling plants;

(*h*) "ore" means a natural aggregate of one or more minerals that, at a specified time and place, may be mined and sold at a profit or from which some part may be profitably separated;

(*i*) "possible ore" means that material for which quantitative estimates are based largely on broad knowledge of the geologic character of the deposit and for which there are few, if any, samples or measurements and for which the estimates are based on an assumed continuity or repetition for which there are reasonable geological indications, which indications may include comparison with deposits of similar type and bodies that are completely concealed may be included if there is specific evidence of their presence, and

(i) estimates of possible ore shall include a statement of conditions within which the possible material occurs, and

(ii) since the arithmetical average of any amount of sampling is not necessarily representative, unless the distribution of values and number of samples are properly taken into account, a statement of how samples were taken shall be given and where mineralization is erratic, the method of treating erratic values shall be given in the narrative of the report;

(*j*) "probable additional reserves" of crude oil, natural gas and natural gas liquids means an estimate of reserves not included in an estimate of the proven reserves that may be recovered from the known reservoir or from that portion underlying the properties, provided,

(i) the estimates of probable additional reserves are as realistic as can be determined on the basis of the information available,

(ii) the reserve considered probable additional shall be the estimated ultimate recoverable content of the reservoir less the proven reserve, or of that portion underlying the properties, and shall be based on a realistic interpretation of the geological, geophysical and well test data available at the time the estimate is made,

(iii) probable additional reserves to be obtained by the application of enhanced recovery processes will be the increased recovery over and above that recognized in the proven category that can be realistically estimated to be ultimately economically recovered from the pool or such portions as underly properties;

(*k*) "probable ore" means that material for which tonnage and grade are computed partly from specific measurements partly from either or both sample data or production data and partly from projection for a reasonable distance on geologic evidence and for which the sites available for inspection, measurement and sampling are too widely or otherwise inappropriately spaced to outline the material completely or to establish its grade throughout;

(*l*) "proven developed reserves" means those proven reserves that will be produced from existing wells or facilities;

(*m*) "proven ore" means that material for which tonnage is computed from dimensions revealed in outcrops or trenches or underground workings or drill holes and for which the grade is computed from the results of adequate sampling and for which the sites for inspection, sampling and measurement are so spaced and the geological character so well defined that the size, shape and mineral content are established and for which the computed tonnage and grade are judged to be accurate within limits that shall be stated and for which it shall be stated whether the tonnage and grade of proven ore or measured ore are *in situ* or extractable, with dilution factors shown and reasons for the use of these dilution factors clearly explained;

(*n*) "proven reserves underlying a property" means the estimated economically recoverable quantities of crude oil, natural gas and natural gas liquids, including the reserves to be obtained by enhanced recovery processes demonstrated to be successful, from that portion of an area delineated by gas-oil or oil-water or gas-water contacts in drilled wells or that can be reasonably evaluated as economically productive, on the basis of drilling, geological, geophysical and engineering data, but reserves in undrilled prospects cannot be classed as proven reserves;

(*o*) "proven undeveloped reserves" means proven reserves that are not recoverable from existing wells or facilities or from those zones in existing wells that have been cased off, but which can be recovered through the drilling of additional wells. O. Reg. 478/79, s. 24.

**27.**—(1) Subject to subsection (2), the following general rules apply:

1. A receipt for a prospectus will not be issued if the Director is aware that the issuer is in default in filing any document required to be filed by it under the Act or this Regulation or under the statute under which it is incorporated or organized.

2. Where a receipt for a prospectus is not issued within seventy-five days after the date of a receipt for a preliminary prospectus due to the inaction of the person or company filing such preliminary prospectus, then no final receipt shall be issued for that prospectus.

3. Where an escrow agreement is required for an industrial company before a receipt for a prospectus is issued, the promoters may receive, free of escrow, that number of shares whose value at the offering price is equivalent to the aggregate of the cash and the fair market value of such tangible assets as are acceptable to the Director that they have transferred to the issuer.

4. Where a preliminary prospectus names an underwriter of the issuer who proposes to act as underwriter in Ontario and who is not a registrant or the distribution is to be effected by the issuer and the issuer is not a registrant then the receipt for the preliminary prospectus shall not issue until an application for registration has been received and the receipt for the prospectus shall only be issued concurrently with or after the granting of registration.

5. The receipt for a prospectus relating to securities underwritten on a firm commitment basis, other than securities to be distributed continuously, shall not be issued unless the prospectus indicates that the securities are to be taken up by the underwriter, if at all, on or before a date not later than six weeks after the date of the final receipt.

6. Where there is no trading market for the securities offered, and none is expected to develop as a consequence of the distribution, except for mutual funds, a notice to this effect must be included on the cover page of the prospectus together with a statement that purchasers may not be able to resell securities purchased pursuant to the prospectus.

7. Where a minimum amount of funds are required by an issuer, the receipt for a prospectus relating to securities proposed to be distributed on a best efforts basis, other than securities to be distributed continuously, shall not issue unless the prospectus indicates that the offering may not continue for more than sixty days where the minimum amount of funds are not subscribed within sixty days, without the consent of the Director and those persons or companies who subscribed within such sixty days.

(2) Where the Director is satisfied that there is sufficient justification he may permit or require that the provisions of subsection (1) be amended or waived. O. Reg. 478/79, s. 25.

FINANCE COMPANIES

**28.** No receipt shall be issued for a prospectus of a finance company relating to a debt security not issued under a trust indenture unless it is clearly stated on the outside front cover page of the prospectus that the debt security is not issued under a trust indenture. O. Reg. 478/79, s. 26.

FORMAT

**29.** The prospectus of an industrial company shall be prepared in accordance with Form 12. O. Reg. 478/79, s. 27.

**30.** The prospectus of a finance company shall be prepared in accordance with Form 13. O. Reg. 478/79, s. 28.

**31.** The prospectus of a natural resource company shall be prepared in accordance with Form 14. O. Reg. 478/79, s. 29.

**32.**—(1) The prospectus of a mutual fund shall be prepared in accordance with Form 15. O. Reg. 478/79, s. 30.

(2) The summary statement of a mutual fund shall be prepared in accordance with Form 15A. O. Reg. 190/80, s. 10.

**33.** Where the disclosure called for by a prospectus form or an item in any prospectus form could, in the opinion of the Director, properly be made applicable to an issuer, the Director may require the issuer to comply with the prospectus form or the item. O. Reg. 478/79, s. 31.

**34.** Unless the Director otherwise permits or requires,

(*a*) the body of a printed prospectus shall be in roman type at least as large as 10-point modern type, except that, to the extent necessary for convenient presentation, financial statements and other statistical or tabular data and the notes thereto may be in roman type at least as large as 8-point modern type;

(*b*) the type in a printed prospectus shall be leaded at least 2 points; and

(*c*) unless the Director determines that to permit the inclusion of specific graphs, photographs or maps would be misleading or detract from the readability of the prospectus, the prospectus may contain,

(i) graphs that are relevant to matters dealt with in the text of the prospectus,

(ii) photographs, if they include only the product of the issuer, and

(iii) maps for the purpose of indicating the locations of property or operations, present and proposed, of the issuer. O. Reg. 478/79, s. 32.

35. No reference need be made in a prospectus to inapplicable items contained in the forms and negative answers to any items contained in the forms may be omitted. O. Reg. 478/79, s. 33.

36.—(1) No inference shall be drawn from the items of disclosure called for by the various prospectus forms that in any way qualifies or limits the discretion granted to the Director or the Commission, as the case may be, by the Act.

(2) No inference shall be drawn from the items of disclosure called for by the various prospectus forms that in any way qualifies or limits the obligation to provide full, true and plain disclosure of all material facts relating to the securities issued or proposed to be distributed, as the case may be.

(3) The information required to be disclosed in answer to any item of a prospectus form or any part thereof may be omitted if such information is, in the opinion of the Director, immaterial. O. Reg. 478/79, s. 34.

37.—(1) The information contained in a prospectus shall be presented in narrative form.

(2) The information contained in a prospectus need not follow the order of the items contained in the forms and may be expressed in a condensed or summarized manner if it does not obscure any of the required information or any information necessary to keep the required information from being incomplete or misleading.

(3) Where information is required to be presented in a prospectus in tabular form it shall be substantially presented in the tabular form specified.

(4) All information contained in a prospectus shall be set out under appropriate headings or captions reasonably indicative of the principle subject matter set out thereunder.

(5) Every prospectus shall contain a reasonably detailed table of contents.

(6) Information required by more than one applicable item of a prospectus form need not be repeated. O. Reg. 478/79, s. 35.

38. Every preliminary prospectus shall have printed in red ink on the outside front cover page the following statement or such variation thereof as the Director may permit.

> "This is a preliminary prospectus relating to these securities, a copy of which has been filed with the Ontario Securities Commission but which has not yet become final for the purpose of a distribution to the public. Information contained herein is subject to completion or amendment. These securities may not be sold nor may offers to buy be accepted prior to the time a receipt is obtained from the Ontario Securities Commission for the final prospectus". O. Reg. 478/79, s. 36.

39. Every preliminary prospectus or prospectus, as the case may be, shall have printed on the outside front cover page the following statement:

> "No securities commission or similar authority in Canada has in any way passed upon the merits of the securities offered hereunder and any representation to the contrary is an offence".
>
> O. Reg. 478/79, s. 37.

40.—(1) Subject to subsection (2), every *pro forma* prospectus shall substantially comply with the requirements of the Act and this Regulation relating to the form and content of a prospectus.

(2) Any certificate required by section 57 or 58 of the Act and any report of an auditor otherwise required by this Regulation may be omitted from a *pro forma* prospectus. O. Reg. 478/79, s. 38.

CONTENT OF PROSPECTUS – FINANCIAL MATTERS

41.—(1) Every prospectus of an issuer, other than a mutual fund, shall contain,

(*a*) an income statement of the issuer for,

(i) each of the last five financial years or such shorter period as the Director permits or requires, and

(ii) any part of a subsequent financial year to the date at which the balance sheet required by clause (*d*) is made up;

(*b*) a statement of surplus of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (*a*);

(*c*) subject to subsection (3), a statement of changes in financial position of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (*a*); and

(*d*) a balance sheet of the issuer,

(i) as at a date not more than 120 days prior to the date of the issuance of a receipt for the preliminary prospectus or the date of a new prospectus referred to in section 61 of the Act, as the case may be, or as at such other date as the Director may permit or require, and

(ii) subject to subsection (2), as at the corresponding date of the previous financial year.

(2) Where the balance sheet included under subclause (1) (*d*) (i) is as at a date other than a financial year end, the balance sheet referred to in subclause (1) (*d*) (ii) may be omitted if the prospectus contains a balance sheet as at the most recent financial year end and as at the immediately preceding financial year end.

(3) Every prospectus of an issuer engaged primarily in the business of investing shall include a statement of changes in net assets in lieu of a statement of changes in financial position.

(4) Where the securities to which a prospectus relates are debt securities and the payment of principal or interest is guaranteed, the prospectus shall contain, with respect to the guarantor, the financial statements referred to in subsection (1).

(5) Where the financial statements required by subsection (1) relate to part of a financial year, the prospectus shall contain an income statement, a statement of surplus, and a statement of changes in financial position for the comparable period in the preceding financial year.

(6) Where the Director is satisfied that there is sufficient justification, he may permit the omission of any financial statement required by this section. O. Reg. 478/79, s. 39.

**42.**—(1) Every prospectus of a mutual fund and every summary statement of a mutual fund shall contain,

(*a*) an income statement;

(*b*) a balance sheet;

(*c*) a statement of investment portfolio;

(*d*) a statement of portfolio transactions; and

(*e*) a statement of changes in net assets,

of the mutual fund, each for or as at the end of, as appropriate, its last financial year or for any period or periods permitted or required by the Director.

(2) Notwithstanding subsection (1) but subject to subsections (3) and (4), where a summary statement of a mutual fund is filed together with a prospectus, the financial statements described in subsection (1) may be omitted from the prospectus of the mutual fund and from the summary statement if a copy of the financial statements that would otherwise be required to be included therein is filed concurrently with the filing of the prospectus and summary statement or has previously been filed under section 77 of the Act.

(3) Where the financial statements described in subsection (1) are omitted from the prospectus of a mutual fund and the summary statement of a mutual fund under subsection (2), a copy of the financial statements that would otherwise be required to be included therein, together with a copy of the most recent subsequent interim financial statement filed under section 76 of the Act, if any, shall be sent or delivered to each purchaser of securities concurrently with the sending or delivery of the prospectus under section 70 of the Act or the sending or delivery of the summary statement under subsection 62 (5) of the Act.

(4) Where the financial statements described in subsection (1) are omitted from a prospectus of a mutual fund and from a summary statement of a mutual fund under subsection (2), the prospectus and the summary statement shall each have printed on the outside cover page the following statement:

> "The information contained herein must be accompanied by financial statements of the issuer thereon which statements and reports are considered to form part of this document. Failure to deliver such financial statements and auditor's report with this document is an offence". O. Reg. 190/80, s. 11.

**43.** The Director may permit or require a prospectus to contain as part of the financial statements a *pro forma* balance sheet of the issuer and, unless the Director otherwise permits, of all its subsidiaries as at the date at which the balance sheet required by subclause 41 (1) (*d*) (i) is made up, giving effect to the issue and sale or redemption or other retirement of securities issued or to be issued by the issuer and to such other transactions as the Director may permit or require. O. Reg. 478/79, s. 41.

**44.**—(1) Where the proceeds of the securities offered by a prospectus are to be applied in whole or in part, directly or indirectly, to finance the acquisition of a business, by a purchase of assets or shares, the Director may permit or require the inclusion in the prospectus of,

(*a*) financial statements of the acquired business which shall be one or more of the financial statements referred to in clauses 41 (1) (*a*), (*b*) and (*c*) and subclause 41 (1) (*d*) (i) and for the periods or as at the date therein referred to and the financial statements referred to in subsection 41 (5) for the period referred to therein;

(*b*) a *pro forma* balance sheet combining the assets and liabilities of the issuer and the business as shown by their respective balance sheets each as at the date referred to in subclause 41 (1) (*d*) (i) or at such other date as the Director may permit or require,

and, where the Director is satisfied that to do so would be meaningful to investors and that the information is necessary for full, true and plain disclosure of the material facts relating to the securities, he shall require for a period not more than one year immediately preceding the date referred to in subclause 41 (1) (*d*) (i) and may permit for a period not greater than five years immediately preceding such date the inclusion in the prospectus of *pro forma* statements combining, year by year,

(*c*) the income or losses of the business with the income or losses of the issuer; and

(*d*) the changes in financial position of the business with the changes in financial position of the issuer.

(2) An auditor's report prepared in connection with the *pro forma* financial statements referred to in clauses (1) (*b*), (*c*) and (*d*) need only be concerned with the manner in which the statements have been compiled. O. Reg. 190/80, s. 12.

**45.** Where a prospectus contains financial statements of an issuer incorporated or organized other than in Canada or a province or territory thereof and prepared in accordance with generally accepted accounting principles as permitted by subsection 1 (4), the notes to the financial statements shall explain and quantify any significant differences between the principles applied and the principles referred to in subsection 3 (1). O. Reg. 478/79, s. 43.

**46.** The option under subsection 1 (4) shall be exercised with respect to financial statements included in a prospectus only with the consent of the Director and subject to any conditions the Director may impose. O. Reg. 478/79, s. 44.

**47.** A prospectus relating to an issue of debt securities having a term to maturity in excess of one year or to an issue of preferred shares shall contain statements of asset coverage and earnings coverage, in form satisfactory to the Director, but the requirements of this section do not apply to a prospectus relating to securities of a newly-organized issuer or any other issuer as to which the Director permits or requires that the disclosure not be made. O. Reg. 478/79, s. 45.

**48.** Estimates of future earnings shall be identified as such and shall be identified as such and shall be included in a prospectus only with the consent of the Director. O. Reg. 478/79, s. 46.

**49.** Where under section 44, the Director permits or requires one or more of the financial statements of an acquired business to be included in a prospectus, sections 45, 46, 47 and 48 shall apply, with necessary modifications, to the financial statements of the business acquired. O. Reg. 478/79, s. 47.

**50.** The Director may direct that separate financial statements of a subsidiary of an issuer be included in a prospectus of the issuer, whether or not the financial statements of the subsidiary are consolidated with the financial statements of the issuer contained in the prospectus. O. Reg. 478/79, s. 48.

**51.** The Director may permit unconsolidated financial statements to be included in a prospectus as supplementary information. O. Reg. 478/79, s. 49.

**52.** Every financial statement of a person or company contained in a prospectus shall be submitted for review to the audit committee of its board of directors, where it has or is required to have such a committee, prior to its approval by the board of directors, which approval shall be evidenced by the manual signatures of two directors duly authorized to signify approval. O. Reg. 478/79, s. 50.

**53.**—(1) Any financial statement included in a prospectus that relates to any part of a financial year subsequent to the last audited financial year of the issuer need not be reported on by an auditor where,

(*a*) such part of a financial year ended not more than ninety days before the date of the issuance of a receipt for the preliminary prospectus or such longer time as the Director may permit and not more than one year after the last audited financial year or such longer time as the Director may permit; and

(*b*) a balance sheet of the issuer as at the end of the latest audited financial year of the issuer is included in the prospectus.

(2) Every balance sheet referred to in subclause 41 (1) (*d*) (ii) and every income statement, statement of surplus and statement of changes in financial position required by subsection 41 (5) and those for the same period for an acquired business referred to in section 44, may but need not, be reported on by an auditor.

(3) Where, pursuant to this section, a financial statement contained in a prospectus is not reported on by the auditor, there shall be filed with the Commission such advice from the auditor as is suggested for these circumstances by the Handbook of The Canadian Institute of Chartered Accountants, or such other advice as may reasonably be required by the Director, the purpose of which shall be to assist the Commission in discharging its responsibilities and the advice may include a statement to that effect. O. Reg. 190/80, s. 13.

**54.**—(1) Subject to subsection (2), where a preliminary prospectus does not contain a report of the auditor of the issuer, there shall be filed, at the time the preliminary prospectus is filed, a letter addressed to the Commission and signed by the auditor of the issuer in which he shall make such statement with respect to his examination as may be appropriate in the circumstances and the letter shall include a statement that, on the basis of the information then available to him, he has no reason to believe that the financial statements included in the preliminary prospectus that are being audited by him do not provide a fair representation of the financial position and earnings of the issuer and which shall specifiy dates and years or periods.

(2) If the examination of the accounts of the issuer by the auditor has not progressed to the point where the auditor can properly make the statements referred to in subsection (1), in lieu thereof the auditor may make such statements as the circumstances require and as are acceptable to the Director. O. Reg. 478/79, s. 52.

REPORTING REQUIREMENTS

**55.** Every report filed under subsection 71 (3) of the Act shall be filed in duplicate and prepared in accordance with Form 20. O. Reg. 478/79, s. 53, *revised*.

**56.** Every report filed under clause 71 (4) (*c*) of the Act shall be filed in duplicate and prepared in accordance with Form 21. O. Reg. 478/79, s. 54.

**57.**—(1) Every report required to be filed under clause 71 (5) (*b*) of the Act shall be filed in duplicate and prepared in accordance with Form 22. O. Reg. 478/79, s. 55 (1).

(2) Where the first trade in securities previously acquired under an exemption contained in clause 71 (1) (*f*), (*i*), (*j*), (*k*) or (*n*) of the Act is a further trade exempted by subsection 71 (1), the person or company making the trade shall within ten days of making the trade file with the Commission a letter disclosing the particulars of the trade and referring to the clause of subsection 71 (1) of the Act that applies to the trade. O. Reg. 478/79, s. 55 (2); O. Reg. 190/80, s. 14 (1).

(3) For the purposes of clause 71 (5) (*b*) of the Act and subsections 17 (4), (5) and (7) of this Regulation, adequate disclosure shall be deemed to have been made to the Commission of a trade made in reliance on the exemptions in clause 71 (1) (*f*), (*i*), (*j*), (*k*) or (*n*) of the Act if particulars of the date of the trade, the number of securities purchased and the purchase price paid or to be paid are disclosed in,

(*a*) an information circular or takeover bid circular filed in accordance with this Regulation; or

(*b*) a letter filed with the Commission by a person or company certifying that he or it has knowledge of the facts therein contained,

if the filing is effected prior to any resale of the securities that would be a distribution but for the exemption in subsection 71 (5) of the Act except that this subsection (3) shall not make unavailable that exemption if disclosure of the exempt trade is made to the Commission in some other way.

(4) Where a purchase plan or arrangement is operated without a prospectus in reliance on the exemption in clause 71 (1) (*n*) of the Act, it shall be sufficient for the purposes of subsection (3) if the disclosure contemplated thereby is made when the plan or arrangement is first commenced and not less frequently than annually thereafter unless the volume of trading in securities sold in reliance on the exemption contained in clause 71 (1) (*n*) of the Act in a month exceeds 1 per cent of the securities of that class that were outstanding at the beginning of the month in which the securities were sold, in which case a separate report shall be filed in respect of that month.

(5) Separate disclosure of a trade and resale shall be made in accordance with clause 71 (5) (*b*) and subsection 71 (7) of the Act, respectively, where,

(*a*) the trade is made with an employee by an issuer in reliance on the exemption in clause 71 (1) (*n*) of the Act;

(*b*) the employee immediately resells the security; and

(*c*) the resale is a distribution as defined in subparagraph iii of paragraph 11 of subsection 1 (1) of the Act. O. Reg. 190/80, s. 14 (2).

**58.** Every notice of intention and declaration filed under subclause 71 (7) (*b*) (i) of the Act shall be filed in duplicate and prepared in accordance with Form 23. O. Reg. 478/79, s. 56.

STATEMENT OF MATERIAL FACTS

**59.**—(1) Every statement of material facts referred to in clause 72 (1) (*b*) of the Act shall be prepared in accordance with Form 24.

(2) Every statement of material facts shall provide full, true and plain disclosure of all material facts relating to the security proposed to be offered.

(3) Where an issuer other than a natural resource company files a statement of material facts, the Director may permit that Form 24 be adapted as appropriate. O. Reg. 478/79, s. 57.

**60.** Sections 23, 24, 25 and 36, subsection 37 (6) and sections 45, 46, 47, 48, 50, 51, 52, 53 and 54 apply with necessary modifications to a statement of material facts. O. Reg. 478/79, s. 58.

**61.**—(1) Every statement of material facts on an issuer shall contain,

(*a*) an income statement of the issuer for,

(i) each of the last three financial years or such shorter period as the Director permits or requires, and

(ii) any part of a subsequent financial year to the date at which the balance sheet required by clause (*d*) is made up;

(*b*) a statement of surplus of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (*a*);

(*c*) subject to subsection (2), a statement of changes in financial position of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (*a*); and

(*d*) a balance sheet of the issuer as at a date not more than ninety days prior to the date of the filing of the statement of material facts, or as at such other date as the Director may permit or require.

(2) Every statement of material facts of a company engaged in the business of investing shall include a statement of changes in net assets in lieu of a statement of changes in financial position.

(3) Where the securities to which a statement of material facts relates are debt securities and the payment of principal or interest is guaranteed, the statement of material facts shall contain with respect to the guarantor, the financial statements referred to in subsection (1).

(4) Where the financial statements required by subsection (1) relate to part of a financial year, the statement of material facts shall also contain an income statement, a statement of surplus and a statement of changes in financial position for the comparable period in the preceding financial year. O. Reg. 478/79, s. 59.

62.—(1) Every statement of material facts shall contain a certificate in the following form, signed by the chief executive officer, the chief financial officer and, on behalf of the board of directors, by any two directors of the issuer, other than the foregoing, duly authorized to sign and by any person or company who is a promoter of the issuer:

> "The foregoing constitutes full, true and plain disclosure of all material facts relating to the securities offered by this statement of material facts."

(2) Where the board of directors consists of fewer than four persons the statement of material facts may be signed on behalf of the board of directors by any two directors of the issuer duly authorized to sign.

(3) Where the Director is satisfied upon evidence or submissions made to him that either or both of the chief executive officer or chief financial officer of the issuer is for adequate cause not available to sign a certificate in a statement of material facts, the Director may permit the certificate to be signed by any other responsible officer or officers of the issuer in lieu of either or both of the chief executive officer or chief financial officer.

(4) With the consent of the Director,

(*a*) a promoter need not sign a certificate in a statement of material facts; or

(*b*) a promoter may sign a certificate in a statement of material facts by his agent duly authorized in writing. O. Reg. 478/79, s. 60.

63.—(1) Where there is an underwriter, a statement of material facts shall contain a certificate in the following form, signed by the underwriter or underwriters:

> "To the best of our knowledge, information and belief, the foregoing constitutes full, true and plain disclosure of all material facts relating to the securities offered by this statement of material facts."

(2) With the consent of the Director, an underwriter may sign a certificate in a statement of material facts by his agent duly authorized in writing.

(3) For the purpose of this section "underwriter" means an underwriter who, with respect to the securities offered by a statement of material facts, is in a contractual relationship with the issuer of the securities. O. Reg. 478/79, s. 61.

64. Where a material change occurs after a statement of material facts has been filed with and accepted by the Commission but prior to the completion of the distribution under such statement of material facts, the Commission shall be notified forthwith of the change and an amendment to the statement of material facts shall be filed as soon as practicable and in any event within ten days from the date the change occurs. O. Reg. 478/79, s. 62.

65.—(1) Where a person or company that proposes to distribute securities under a statement of material facts is unable to obtain any or all of the signatures to the certificates required by sections 62 and 63 or to comply in some other respect with any provision of the Act or this Regulation relating to statements of material facts, the Director may, upon being satisfied that all reasonable efforts have been made to comply with the provisions of or under the Act and that no person or company is likely to be prejudicially affected by a failure to comply, exempt, subject to such terms and conditions as he may impose, the first mentioned person or company from the requirement to comply with the provisions.

(2) The Director may require any document, report or other material to be filed with a statement of material facts. O. Reg. 478/79, s. 63.

OPTIONS

66.—(1) Every option to sell securities known as a put referred to in clause 72 (1 (*c*) of the Act shall be in accordance with Form 25.

(2) Every option to purchase securities known as a call referred to in clause 72 (1) (*c*) of the Act shall be in accordance with Form 26.

ESCROW AGREEMENT

67. Every escrow agreement referred to in clause 60 (2) (*f*) of the Act shall be made in accordance with

Form 16 for a natural resource company, and in accordance with Form 17 for any other type of issuer and every transferee of securities that are subject to the escrow agreement shall sign an acknowledgment in accordance with Form 18 and file it within ten days after the date of the Commission's consent to a transfer within escrow. O. Reg. 478/79, s. 65.

CERTIFICATE—PORTION OF DISTRIBUTION UNDERWRITTEN

68.—(1) Subject to subsection (2), if more than three underwriters have signed or caused to be signed the certificate referred to in section 58 of the Act, the final prospectus filed with the Commission shall be accompanied or preceded by a certificate duly executed by a person who certifies that he is a representative of the underwriter or underwriters and has knowledge of the matters referred to, and the certificate shall,

(*a*) briefly identify the transaction to which the certificate relates; and

(*b*) set out the total public offering price represented by the portion of the distribution underwritten by each underwriter who has signed or caused to be signed the certificate referred to in section 58 of the Act or, if the nature of the underwriting arrangements is such that this information is not available when the final prospectus is filed, shall describe the nature of those arrangements and undertake to file a further certificate setting out the information forthwith after the information becomes available.

(2) The certificate referred to in subsection (1) need not be filed if, as to each of the underwriters therein referred to, the information required by clause (1) (*b*) is included in the prospectus. O. Reg. 478/79, s. 67.

PROSPECTUS REQUIREMENTS—VARIATION PERMITTED

69. Every preliminary prospectus and prospectus including every prospectus referred to in subsection 52 (2) of the Act shall comply with the relevant provisions of this Part, but the Director may permit a variation from those provisions where it will not detract from full, true and plain disclosure and may require such variation if necessary for full disclosure of material facts. O. Reg. 478/79, s. 68; O. Reg. 190/80, s. 15.

RESTRICTION IN USE OF TERMS

70.—(1) No receipt shall be issued for a prospectus of an issuer, other than a company registered under the *Loan and Trust Corporations Act*, doing business primarily as an industrial company, natural resource company or mutual fund if the issuer has as part of its name any of the words "Acceptance", "Credit", "Finance", "Loan" or "Trust".

(2) Subsection (1) does not apply to,

(*a*) an issuer that had the words "investment trust" as part of its name before the 1st day of July, 1968; or

(*b*) an issuer that includes on the outside front cover page of the prospectus a statement, satisfactory to the Director, indicating the nature of the business actually carried on by the issuer.

PART IV

MUTUAL FUNDS

FINANCIAL DISCLOSURE REQUIREMENTS

71.—(1) Every income statement of a mutual fund shall present fairly the results of the operations of the mutual fund for the period covered by the statement and distinguish severally, at least,

(*a*) dividend revenue;

(*b*) interest revenue;

(*c*) every other item of revenue that is 5 per cent or more of total revenue;

(*d*) other revenue;

(*e*) management fees;

(*f*) audit fees;

(*g*) directors' fees;

(*h*) custodian's fees;

(*i*) legal fees;

(*j*) salaries, where the amount is 5 per cent or more of total expenses;

(*k*) shareholders' or unitholders' information costs, where the amount is 5 per cent or more of total expenses;

(*l*) every other item of expense that is 5 per cent or more of total expenses;

(*m*) other expenses;

(*n*) income before taxes;

(*o*) provision for income tax;

(*p*) extraordinary gains, losses and provisions for losses;

(*q*) net income for the period;

(*r*) net income per share or unit for the period based on the average number of shares or units outstanding during the period; and

(*s*) net income per share or unit for the immediately preceding period based on the average number of shares or units outstanding during that period.

(2) The notes to an income statement of a mutual fund shall include,

(*a*) the basis for calculating the management fee; and

(*b*) the composition of other expenses and other revenue; and

unless otherwise disclosed in the material of which the income statement forms a part or which it accompanies,

(*c*) the services received in consideration of the management fee;

(*d*) the services provided to the mutual fund by those to whom salaries were paid;

(*e*) where the mutual fund has a management company, and salaries of employees of the management company are allocated to the mutual fund, the basis of and reasons for such allocation;

(*f*) the basis of the tax calculation and an explanation of the tax position of the mutual fund; and

(*g*) where an unusual change in expenses from period to period is not adequately explained by changes in total assets of the mutual fund, a description and explanation of the unusual change.

(3) In this section,

(*a*) "management fee" means the total fees paid by the mutual fund for portfolio management, investment advice and other services; and

(*b*) "other expenses" and "other revenue" means the sum of those items of expense or revenue, other than those referred to in clauses (1) (*a*), (*b*), (*e*), (*f*), (*g*), (*h*) and (*i*), that individually do not exceed 5 per cent of the total expenses or total revenue of the mutual fund for the period reported upon. O. Reg. 478/79, s. 70.

STATEMENT OF CHANGES IN NET ASSETS

72.—(1) Subject to subsection (2), every statement of changes in net assets shall present fairly the information shown therein for the period covered by the statement and shall show separately at least,

(*a*) net assets at the beginning of the period;

(*b*) net investment income or loss;

(*c*) aggregate proceeds on sale of portfolio securities;

(*d*) aggregate cost of portfolio securities owned at the beginning of the period;

(*e*) aggregate cost of purchases of portfolio securities;

(*f*) aggregate cost of portfolio securities owned at the end of the period;

(*g*) aggregate cost of portfolio securities sold;

(*h*) realized profit or loss on portfolio securities sold;

(*i*) distributions, showing separately the amount out of net investment income and out of realized profits on portfolio securities sold;

(*j*) proceeds from securities issued;

(*k*) the redemption price of securities redeemed;

(*l*) net increase or decrease in unrealized appreciation or depreciation of portfolio securities;

(*m*) net assets at the end of the period;

(*n*) net asset value per share or unit at the end of the period;

(*o*) net asset value per share or unit at the beginning of the period;

(*p*) distribution per share or unit out of net investment income; and

(*q*) distribution per share or unit out of realized profits on portfolio securities sold.

(2) Items of the nature described in clauses (1) (*c*), (*d*), (*e*), (*f*), (*g*), (*n*), (*o*), (*p*) and (*q*) may be shown by way of a note or schedule to the statement of changes in net assets. O. Reg. 478/79, s. 71.

BALANCE SHEET

73.—(1) Every balance sheet of a mutual fund shall present fairly the financial position of the mutual fund as at the date at which it is made up and distinguish severally, at least,

(*a*) cash, term deposits and, if not included in the statement of investment portfolio, short term debt instruments;

(*b*) dividends and accrued interest receivable;

(*c*) accounts receivable in respect of shares or units sold;

(*d*) accounts receivable in respect of portfolio securities sold;

(*e*) every other class of asset that is 5 per cent or more of total assets;

(*f*) other assets;

(*g*) investments at market value with a notation of their cost;

(*h*) total assets;

(*i*) accrued expenses;

(*j*) liabilities in respect of portfolio securities purchased;

(*k*) liabilities in respect of shares or units redeemed;

(*l*) income tax payable;

(*m*) every other class of liability that is 5 per cent or more of total liabilities;

(*n*) other liabilities;

(*o*) total liabilities;

(*p*) total net assets and shareholders' or unit holders' equity; and

(*q*) net asset value per share or unit.

(2) The notes to a balance sheet of a mutual fund shall include,

(*a*) where the basis of computing the cost of investments is other than average cost, a statement of the basis of computing the cost;

(*b*) where a mutual fund has outstanding more than one class of shares or units ranking equally against its net assets but differing in other respects, a statement of the differences between the classes, the number of shares or units in each class and the number of shares or units in each class that have been issued and are outstanding; and

(*c*) the composition of other assets and other liabilities.

(3) In this section, "other assets" or "other liabilities" means the sum of those classes of assets or liabilities, as the case may be, that as individual classes do not exceed 5 per cent of the total assets or total liabilities, as the case may be, of the mutual fund at the date reported upon.

(4) Any of the specified classes of assets or liabilities which accounts for less than 5 per cent of the total assets or total liabilities, as the case may be, of the mutual fund at the date reported upon, may be omitted and the relevant amount included in "other assets" or "other liabilities" with an appropriate explanation made by note. O. Reg. 478/79, s. 72.

STATEMENT OF INVESTMENT PORTFOLIO

**74.**—(1) Every statement of investment portfolio of a mutual fund shall present fairly the following information as at the date to which it is made up:

1. The name of each issuer of securities held.
2. The class or designation of each security held.
3. The number or aggregate face value of each class or designation of securities held.
4. The market value of each class or designation of securities held.
5. The cost of each class or designation of securities held and, where the basis of computing cost is other than average cost, a statement of the basis of computing the cost.

(2) Subsection (1) shall apply to all short term debt instruments held pending the investment of funds but the information referred to in subsection (1) need only be provided in the aggregate with respect to those short term debt instruments that,

(*a*) are issued by a bank to which the *Bank Act* (Canada) applies or by a loan corporation or trust company registered under the *Loan and Trust Corporations Act*; or

(*b*) have achieved an investment rating falling within the highest or next highest categories of every service recognized by the Commission that publishes ratings on the short term debt instruments of the issuer.

(3) The information required by paragraphs 1, 2 and 3 of subsection (1) with respect to securities with an aggregate market value of less than 5 per cent of the total net assets of a mutual fund may be omitted from a statement of investment portfolio of the mutual fund where the securities are included in the statement as "miscellaneous securities" and the information required by paragraphs 4 and 5 of subsection (1) is given for the "miscellaneous securities" in the aggregate.

(4) Where information is omitted from a statement of investment portfolio under subsection (3), the

omitted information and the reason for omitting the information shall be included in the next corresponding statement of investment portfolio. O. Reg. 478/79, s. 73.

(5) The information required by subsection (1) with respect to securities that are mortgages may be omitted from a statement of investment portfolio of the mutual fund if the following information with respect to mortgages is presented in lieu thereof:

1. The total number of mortgages held.

2. The total market value of mortgages held.

3. The distribution, by reference to number and market value, of mortgages among mortgages insured under the *National Housing Act* (Canada), insured conventional mortgages and uninsured conventional mortgages.

4. The distribution, by reference to number, market value amortized cost and outstanding principal value, of mortgages among groups representing contractual interest rates varying by no more than ¼ of 1 per cent. O. Reg. 190/80, s. 16.

STATEMENT OF PORTFOLIO TRANSACTIONS

**75.**—(1) Every statement of portfolio transactions of a mutual fund shall present fairly the following information:

1. The name of each issuer of every security purchased or sold during the period reported upon.

2. The class or designation of every security purchased or sold during the period reported upon.

3. The number or aggregate face value, by issuer, of securities of each class or designation purchased during the period reported upon and the total cost of purchasing securities of each such class or designation.

4. The number or aggregate face value, by issuer, of securities of each class or designation sold during the period reported upon and the consideration for selling securities of each such class or designation. O. Reg. 190/80, s. 17 (1).

(2) Subsection (1) shall apply to all short term debt instruments held pending the investment of funds but the information referred to in subsection (1) need only be provided in the aggregate with respect to those short term debt instruments held pending the investment of funds that,

(*a*) are issued by a bank to which the *Bank Act* (Canada) applies or by a loan corporation or trust company registered under the *Loan and Trust Corporations Act*; or

(*b*) have achieved an investment rating falling within the highest or next highest categories of every service recognized by the Commission that publishes ratings on the short term debt instruments of the issuer.

(3) Every statement of portfolio transactions shall separate debt securities from securities other than debt securities and shall provide a total for debt securities and a total for other than debt securities.

(4) Where information in respect of securities is omitted from a statement of investment portfolio of a mutual fund under subsection 74 (3), information required in respect of those securities by this section may be omitted from the statement of portfolio transactions of the mutual fund.

(5) Where information is omitted from a statement of portfolio transactions under subsection (4), the omitted information and the reason for omitting the information shall be included in the next corresponding statement of portfolio transactions. O. Reg. 478/79, s. 74 (2-5).

(6) The information required by subsection (1) with respect to securities that are mortgages may be omitted from a statement of portfolio transactions if the following information with respect to mortgages is presented in lieu thereof:

1. The total number of mortgages purchased or sold during the period reported upon.

2. The total cost of mortgages purchased and the total consideration for mortgages sold.

3. The distribution, by reference to number, of mortgages purchased or sold during the period reported upon among mortgages insured under the *National Housing Act* (Canada), insured conventional mortgages and uninsured conventional mortgages.

4. The distribution, by reference to number, of mortgages purchased or sold during the period reported upon among groups representing contractual interest rates varying by no more than ¼ of 1 per cent. O. Reg. 190/80, s. 17 (2).

**76.** Where applicable, and where the period or date reported on is a financial year or financial year end, the following additional matters shall be referred to in the financial statements or by way of a note to the financial statements:

1. In the case of a mutual fund, the total commission paid to dealers in connection with portfolio transactions for the mutual fund during the period reported upon.

2. In the case of a mututal fund, the total compensation, other than commissions, paid to dealers in connection with portfolio transac-

tions for the mutual fund during the period reported upon and where the figure provided is an estimate, the basis for calculating the compensation, and where compensation to a dealer for the sale of shares or units in the mutual fund includes an allocation of the execution of portfolio transactions to that dealer, the compensation so allocated. O. Reg. 478/79, s. 75.

77.—(1) Subject to subsection (2), every interim financial statement required to be filed under subsection 76 (2) of the Act shall include,

(*a*) an income statement;

(*b*) a statement of investment portfolio;

(*c*) a statement of portfolio transactions; and

(*d*) a statement of changes in net assets,

prepared for or as at the end of the period as applicable.

(2) Every interim financial statement required to be filed under subsection 76 (2) of the Act by a mutual fund in Ontario that invests exclusively in the shares or units of another mutual fund shall include,

(*a*) an income statement of the other mutual fund;

(*b*) a statement of investment portfolio of the other mutual fund;

(*c*) a statement of portfolio transactions of the other mutual fund; and

(*d*) a statement of changes in net assets of the other mutual fund,

prepared for or as at the end of the period as applicable. O. Reg. 478/79, s. 76.

78. The interim financial statements under subsection 76 (2) of the Act shall present at least the financial information for the current fiscal year to the date to which the financial statements are prepared and, in addition, may include comparative financial information for the corresponding six-month period in the last financial year. O. Reg. 602/79, s. 3.

79. The interim financial statements under section 76 of the Act need not include an auditor's report. O. Reg. 478/79, s. 78.

80.—(1) Subject to subsection (2), the financial statements required to be filed under section 77 of the Act by a mutual fund in Ontario shall include,

(*a*) an income statement;

(*b*) a balance sheet;

(*c*) a statement of investment portfolio;

(*d*) a statement of portfolio transactions; and

(*e*) a statement of changes in net assets,

prepared for or as at the end of the period as applicable.

(2) Every financial statement required to be filed under section 77 of the Act by a mutual fund in Ontario that invests exclusively in the shares or units of another mutual fund shall include,

(*a*) an income statement of the other mutual fund;

(*b*) a balance sheet of the other mutual fund;

(*c*) a statement of investment portfolio of the other mutual fund;

(*d*) a statement of portfolio transactions of the other mutual fund;

(*e*) a statement of changes in net assets of the other mutual fund; and

(*f*) a balance sheet of the mutual fund,

prepared for or as at the end of the period as applicable. O. Reg. 478/79, s. 79.

81. Every financial statement required to be filed under section 77 of the Act shall be approved by the board of directors of the reporting issuer and the approval shall be evidenced by the manual or facsimile signatures of two directors duly authorized to signify the approval. O. Reg. 478/79, s. 80.

82.—(1) Notwithstanding sections 77 and 80 but subject to subsection (4) of this section, a statement of portfolio transactions may be omitted from any interim or annual financial statements of a mutual fund if a copy of the statement that would otherwise be required to be included therein is filed with the Commission prior to or concurrently with the filing of the financial statements from which that statement has been omitted.

(2) Notwithstanding section 42, but subject to subsection (4) of this section, a statement of portfolio transactions may be omitted from a prospectus of a mutual fund if a copy of the statement that would otherwise be required to be included therein is filed with the Commission concurrently with the filing of the prospectus or has previously been filed with the Commission under subsection (1) of this section.

(3) A statement of portfolio transactions filed with the Commission under this section need not be reported upon by an auditor, but shall contain a certificate signed by the chief executive officer and chief financial officer, or the person or persons temporarily carrying out the responsibilities of either of them, that the statement of portfolio transactions presents fairly the required information.

(4) Where a statement of portfolio transactions is omitted from interim or annual financial statements under subsection (1) or from a prospectus under subsection (2), the published financial statements or prospectus shall contain a statement indicating that additional information as to portfolio transactions will be provided without charge on request to a specified address and,

(*a*) the omitted information shall be sent promptly and without charge to each person or company that requests it in compliance with the indication; and

(*b*) where a person or company requests that such omitted information be sent routinely to that person or company, the request shall be carried out while the information continues to be omitted from subsequent financial statements or prospectuses until the person or company requests, or agrees to, termination of the arrangement. O. Reg. 478/79, s. 81.

83.—(1) Where a trade is made in a security of a mutual fund under a contractual plan that requires that some charges be prepaid but permits other charges to be deducted from first and subsequent instalments, the confirmation of trade required by subsection 35 (3) of the Act shall contain, in addition to the requirements of subsections 35 (1) and (2) of the Act and clause 35 (3) (*d*) of the Act, the disclosure required by,

(*a*) clauses 35 (3) (*a*) and (*b*) of the Act in respect of sales, service or other charges or portions thereof that are prepaid; and

(*b*) clause 35 (3) (*c*) of the Act in respect of all sales, service or other charges or any portions thereof to be deducted from subsequent instalments.

(2) The confirmation of a trade made in a security of a mutual fund under a contractual plan shall not have been required to contain the information described in clause 35 (3) (*d*) of the Act where,

(*a*) the contractual plan was entered into prior to the 15th day of September, 1979;

(*b*) the holder of the contractual plan, in addition to his rights under section 134 of the Act and to any other rights to which he may have been entitled,

(i) was permitted, at any time within 365 days after the date upon which the contractual plan was entered into, to demand and to receive a refund of the net asset value of the shares or units credited to him prior to the date of demand, plus a refund of that portion of sales charges, exclusive of insurance premiums and fees to trustees of registered retirement savings plans, in excess of 30 per cent of an amount equal to payments under the plan scheduled and made prior to the date of demand, but not including voluntary prepayments of instalments, and

(ii) was provided with a form or letter, approved by the Director, describing rights under section 134 of the Act and under subclause (i) of this clause and setting out a table of sales charges and other information relevant to the decision of the investor as to whether to exercise such rights, which form or letter was to be sent to the investor together with each confirmation other than reinvested dividends or income during the first 365 days after the date upon which the contractual plan was entered into and was also sent to the investor not less than fifteen days and not more than forty-five days prior to the expiry of such 365-day period; or

(*c*) the holder of the contractual plan, in addition to his rights under section 134 of the Act and to any other rights to which he may have been entitled,

(i) was permitted, at any time within 180 days after the date upon which the contractual plan was entered into, to have and to exercise the rights that would have arisen under section 134 of the Act if the reference to "sixty days" in subsection 134 (1) of the Act had read "180 days", and

(ii) was provided with a form or letter, approved by the Director, describing rights under section 134 of the Act and under subclause (i) of this clause and setting out a table of sales charges and other information relevant to the decision of the investor as to whether to exercise such rights, which form or letter was to be sent to the investor together with each confirmation other than reinvested dividends or income during the first 180 days after the date upon which the contractual plan was entered into and was also sent to the investor not less than fifteen days and not more than forty-five days prior to the expiry of such 180-day period. O. Reg. 478/79, s. 82.

## PART V

## REGISTRATION REQUIREMENTS

### INTERPRETATION

84. In this Part,

1. "active assets" means money and the market value of assets readily convertible into money;

2. "adjusted liabilities" means total liabilities plus, where the securities accounts of the reg-

istrant are kept on a settlement date basis, any unrecorded securities purchase commitments, minus, without duplication, the sum of,

i. cash,

ii. money on deposit in a client's trust account,

iii. any amounts deposited by the registrant pursuant to a compensation fund or contingency trust fund established under section 98,

iv. the cash surrender value of life insurance where the registrant is the beneficiary,

v. the market value of any securities that the registrant owns or has contracted to purchase, and that, in either case, have a margin rate of 5 per cent or less,

vi. interest accrued to the registrant in respect of the securities referred to in subparagraph v,

vii. the sales price of securities for which the registrant has a sales commitment to a financial institution,

viii. any debit balances with any financial institution, and

ix. the market value of securities that have a margin rate of 5 per cent or less included in,

A. non-segregated accounts of clients, partners, shareholders, dealers, or

B. held as collateral for secured loans receivable,

not exceeding the debit balance of the account or the secured loan receivable;

3. "anniversary date" means the day and month on which the current registration or renewal of registration was granted, but where any doubt exists, such date shall be determined by the Director;

4. "Canadian Investment Finance Course" means a course prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

5. "Canadian Investment Funds Course" means a course prepared and conducted by the Education Division of The Investment Funds Institute of Canada and so designated by that Institute;

6. "Canadian Securities Course" means a course prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

7. "capital" means moneys raised through the issuance of shares, certificates, bonds, debentures, long-term notes or any other long-term obligation, contributed or earned surplus and reserves;

8. "Chartered Financial Analysts Course" means a course prepared and conducted by the Institute of Chartered Financial Analysts and so designated by that Institute;

9. "client's trust account" means a trust account maintained by a registrant with a bank to which the *Bank Act* (Canada) applies or a trust company registered under the *Loan and Trust Corporations Act* or substantially similar laws of Canada or one of its provinces or territories and designated as a client's trust account;

10. "domestic base capital" means the average of the capital employed by all money market dealers based on their audited financial statements for the financial year ending in the twelve-month period immediately preceding the 1st day of April of the year for which the computation is being made;

11. "financial institution" means,

i. the Government of Canada, the government of any province or territory of Canada, any municipal corporation, Crown corporation or public board or commission in Canada,

ii. the Bank of Canada, a bank to which the *Bank Act* (Canada) applies, any Quebec savings bank, and the pension funds of such banks,

iii. a trust company or insurance company if the company is licensed to do business in Canada and has a minimum paid up capital and surplus of $5,000,000, and the pension funds of such companies,

iv. a credit union or credit union league with a minimum paid up capital and surplus of $5,000,000,

v. a mutual fund with net assets of $5,000,000, and

vi. a company, other than a dealer, having a minimum net worth of $25,000,000 on the last audited balance sheet, where the balance sheet is available for inspection by the Commission and any trusteed pension plan of such a company;

12. "free credit balances" includes moneys received from, or held for the account of, clients by a registrant,

    i. for investment pending the investment and payment for securities purchased by the clients from or through the registrant where the registrant does not own such securities at the time of purchase or has not purchased them on behalf of the client, pending the purchase thereof by the registrant, and

    ii. as proceeds of securities purchased from clients or sold by the registrant for the account of clients where securities have been delivered to the registrant but payment has not been made pending payment of such proceeds to the clients;

13. "liquid capital" means the amount by which active assets exceed the sum of,

    i. total liabilities, and

    ii. where the securities accounts of the registrant are recorded on a settlement date basis, any net loss on offsetting future purchase and sales commitments of securities,

    and the amount of liquid capital may be increased by adding,

    iii. the loan value of any securities delivered pursuant to a subordinated loan agreement in the form prescribed by the Commission that are not included in the accounts,

    iv. non-current liabilities fully secured by mortgages on real estate owned by the registrant, and

    v. obligations for outstanding instalments due to natural resource companies whose securities the registrant is in the process of distributing or distributing to the public under a prospectus filed with the Commission;

14. "loan value" means the market value of securities less the applicable margin requirements;

15. "margin", "margin agreement", "margin deficiency", "margin rate" and "margin requirements" mean,

    i. subject to subparagraph ii, the provisions in that regard determined pursuant to the by-laws of The Toronto Stock Exchange, or

    ii. where used with respect to commodity futures contracts, or cash commodities, the provisions in that regard prescribed under the *Commodity Futures Act*;

16. "market value" where used with respect to,

    i. a commodity futures contract means the settlement price on the relevant date or last trading day prior to the relevant date,

    ii. a security means,

        A. where the security is listed and posted for trading on a stock exchange,

            1. the bid price, or

            2. if the security is sold short, the ask price,

        as shown on the exchange quotation sheets as of the close of business on the relevant date or last trading date prior to the relevant date, as the case may be, subject to an appropriate adjustment where an unusually large or unusually small quantity of securities is being valued, or

        B. where the security is not listed and posted for trading on a stock exchange, a value determined in accordance with section 85,

17. "material change in ownership" includes any material change in beneficial ownership of the registrant or in any person or company that directly or indirectly controls capital of the registrant but does not include any change in ownership resulting from the sale and issuance of voting and fully participating common shares to other than non-residents for which notice has been filed;

18. "minimum free capital" means the applicable amount determined in accordance with section 95;

19. "money market dealers" means those resident controlled dealers approved by the Bank of Canada from time to time as money market dealers;

20. "net free capital" means liquid capital after deducting,

    i. the amount required to provide full margin for,

        A. cash commodities, other than in respect of securities, owned by the registrant,

        B. firm commodity futures trading accounts, and

C. securities owned by the registrant and securities sold short by the registrant,

ii. the amount sufficient to provide for any margin deficiencies on,

A. secured loans receivable,

B. clients' accounts in respect of commodity futures,

C. joint accounts after excluding any interest of any member of The Toronto Stock Exchange, the Investment Dealers' Association of Canada and any financial institution,

D. accounts of partners and shareholders,

E. accounts of clients and dealers, except,

1. *bona fide* cash settlement accounts with any member of the Toronto Stock Exchange, the Montreal Stock Exchange, the Vancouver Stock Exchange, the Alberta Stock Exchange, the New York Stock Exchange, the American Stock Exchange and the Investment Dealers' Association of Canada,

2. accounts with a financial institution, and

3. *bona fide* cash settlement accounts that have not been outstanding more than ten days past the normal settlement date, where the shares have been available for delivery, and not more than twenty-one days past the normal settlement date in any other case,

F. secured loans payable by the registrant if the collateral is held by other than the registrant or a financial institution,

G. where the securities accounts of the registrant are kept on a settlement date basis, future purchase and sales commitments not included in the calculation of liquid capital, and

H. any other liquid capital items;

21. "non-resident" means,

i. a person who is not a Canadian citizen,

ii. a person not resident in Canada,

iii. a company incorporated under the laws of a jurisdiction other than Canada or one of its provinces or territories,

iv. a trust, partnership or other unincorporated association created by,

A. a person referred to in subparagraph i or ii,

B. a company referred to in subparagraph iii,

C. a trust in which a person referred to in subparagraph i or ii or a company referred to in subparagraph iii has a beneficial interest that exceeds 10 per cent of the beneficial ownership of the trust, or

D. a trust in which any combination of persons referred to in subparagraph i or ii and companies referred to in subparagraph iii has a beneficial interest that exceeds 25 per cent of the beneficial ownership of the trust, or

v. a company controlled, directly or indirectly, by a person referred to in subparagraph i or ii, a company referred to in subparagraph iii or a trust, partnership or other unincorporated association referred to in subparagraph iv;

22. "non-resident controlled dealer" means a dealer in which the total number of votes attached to voting securities beneficially owned directly or indirectly by,

i. non-residents and their associates and affiliates or over which non-residents and their associates and affiliates exercise control or direction exceeds 25 per cent of the total number of votes attached to the issued and outstanding voting securities of the dealer, or

ii. a non-resident and his associates and affiliates or over which a non-resident and his associates and affiliates exercise control or direction exceeds 10 per cent of the total number of votes attached to the issued and outstanding voting securities of the dealer;

23. "non-resident controlled registrant" means a registrant in which the total number of votes attached to voting securities beneficially owned directly or indirectly by,

i. non-residents and their associates and affiliates or over which non-residents and their associates and affiliates exercise control or direction exceeds 25 per cent of the total number of votes attached to the issued and outstanding voting securities of the registrant, or

ii. a non-resident and his associates or affiliates or over which a non-resident and his

associates and affiliates exercise control or direction exceeds 10 per cent of the total number of votes attached to the issued and outstanding voting securities of the registrant;

24. "Partners', Directors' and Senior Officers' Qualifying Examination" means an examination prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

25. "permissible capital" means the sum of,

i. either,

A. the highest level of capital employed by a non-resident controlled dealer in any financial year ending on or before the 31st day of March, 1971, or

B. where, prior to the 14th day of July, 1971, the business of the non-resident controlled dealer in Canada was conducted by a dealer and its branches, controlled directly or indirectly by non-residents through a branch office in Ontario and where, under the requirements of Part II of *The Securities Act*, being chapter 426 of The Revised Statutes of Ontario, 1970 and section 6*a* of Regulation 794 of Revised Regulations of Ontario, 1970, the business was subsequently transferred to the non-resident controlled dealer, a company incorporated under the laws of Canada or one of its provinces or territories, the capital that would have been required by section 95 had section 95 been in force on or before the 31st day of March, 1971, calculated as if the business of the dealer and its branches transferred to the non-resident controlled dealer was conducted by a single company and approved by the Commission,

ii. any increase in capital obtained through the issuing of voting and fully participating common shares to residents for which notice has been filed with the Commission, and

iii. any increase or decrease in capital determined or permitted in accordance with section 135 and subsections 136 (1), (2) and (4).

26. "Registered Representative Examination" means an examination based on the Manual for Registered Representatives that has been prepared and is conducted by the Canadian Securities Institute and so designated by that Institute;

27. "securities related capital", where used in relation to a non-resident controlled dealer who is also a registrant under the *Commodity Futures Act,* means,

i. as of a date designated by the non-resident controlled dealer with the approval of the Commission, which date shall be subsequent to the registration of such dealer under the *Commodity Futures Act,* the capital of the non-resident controlled dealer at such date, and

ii. subsequent to the date referred to in subparagraph i, the capital of the non-resident controlled dealer that is employed in, attributable to or earned from the business of the non-resident controlled dealer that is,

A. subject to regulation under the Act,

B. subject to regulation under the applicable securities laws of other jurisdictions in which the non-resident controlled dealer carries on the business of a dealer, underwriter or adviser, and

C. conducted for the non-resident controlled dealer's own account as principal in trades in commodity futures contracts for those securities designated as commodities by the Commission under paragraph 5 of section 65 of the *Commodity Futures Act,*

and, except for those activities referred to in sub-subparagraph c, does not include the capital that is employed in, attributable to, or earned from business of the non-resident controlled dealer that is,

D. subject to regulation under the *Commodity Futures Act,* or

E. business carried on by the non-resident controlled dealer outside Ontario that, if carried on within Ontario would be subject to the *Commodity Futures Act,*

and the calculation of such securities related capital shall at all times be satisfactory to the Commission and made in accordance with any conditions or requirements prescribed by the Commission;

28. "total liabilities" means all liabilities including,

i. adequate provision for income taxes, and

ii. other accruals,

but excluding,

iii. debts the payment of which is postponed in favour of other creditors pursuant to a subordination agreement in a form approved by the Commission, and

iv. deferred income taxes relating to non-active assets;

29. "working capital" means the excess of current assets over current liabilities. O. Reg. 478/79, s. 83; O. Reg. 190/80, s. 18.

85.—(1) Subject to subsections (2), (3) and (4), the market value of a security not listed and posted for trading on a stock exchange shall be determined by assigning a reasonable value on the basis of values shown on published market reports or inter-dealer quotation sheets on the relevant date or last trading day prior to the relevant date.

(2) The registrant may vary a value from that shown on published market reports or inter-dealer quotation sheets where, in light of all the circumstances, some other value would be more appropriate.

(3) The Director may require that a different value from that determined under subsection (1) or (2) be assigned, where in light of all the circumstances, some other value would be more appropriate.

(4) Where no published market report or inter-dealer quotation sheet exists with respect to the security, the security shall be assigned a market value of zero unless the Director agrees otherwise. O. Reg. 478/79, s. 84.

CATEGORIES OF REGISTRATION

86. Every registrant who is a dealer shall be classified into one or more of the following categories;

1. Broker, being a person or company registered to trade in securities in the capacity of an agent or principal, which person or company is a member of a stock exchange in Ontario recognized by the Commission.

2. Broker-dealer, being a person or company that is a member of the Broker Dealers' Association of Ontario, which person or company engages either for the whole or part of his or its time in the business of trading in securities in the capacity of an agent or principal.

3. Investment dealer, being a person or company that is a member, branch office member or associate member of the Ontario District of the Investment Dealers' Association of Canada, which person or company engages either for the whole or part of his or its time in the business of trading in securities in the capacity of an agent or principal.

4. Mutual fund dealer, being a person or company registered exclusively for the purpose of trading in the shares or units of mutual funds.

5. Scholarship plan dealer, being a person or company registered exclusively for the purpose of trading in securities of a scholarship or educational plan or trust.

6. Securities dealer, being a person or company that is registered for trading in securities and engages either for the whole or part of his or its time in the business of trading in securities in the capacity of an agent or principal.

7. Security issuer, being an issuer registered for trading in securities for the purpose of distributing or distributing to the public securities of its own issue exclusively for its own account. O. Reg. 478/79, s. 85.

87. Every registrant who is an adviser shall be calssified into one or more of the following categories:

1. Investment counsel, being a person or company that engages in or holds himself or itself out as engaging in the business of advising others as to the investing in or the buying or selling of specific securities or that is primarily engaged in giving continuous advice as to the investment of funds on the basis of the particular objectives of each client.

2. Portfolio manager, being a person or company registered for the purpose of managing the investment portfolio of clients through discretionary authority granted by one or more clients.

3. Securities adviser, being a person or company that holds himself or itself out as engaging in the business of advising others either through direct advice or through publications or writings, as to the investing in or the buying or selling of specific securities, not purporting to be tailored to the needs of specific clients. O. Reg. 478/79, s. 86.

88. Every person or company granted registration as a broker-dealer, investment dealer or securities dealer shall be deemed to have been granted registration as an underwriter. O. Reg. 478/79, s. 87.

89.—(1) Where the provisions of section 137 are applicable and have been complied with, the provisions of this Part as they relate to a portfolio manager do not apply to a broker or investment dealer acting as a portfolio manager.

(2) The provisions of this Part apply to portfolio managers where they act as investment counsel. O. Reg. 478/79, s. 88.

CONDITIONS OF REGISTRATION—GENERAL

90. No registration or renewal of registration shall be granted unless the applicant has complied with the

applicable requirements of this Part at the time of the granting of the registration or renewal of registration. O. Reg. 478/79, s. 89.

91. Each registrant shall comply with the applicable requirements of this Part and the failure to do so shall be considered by the Commission in any proceedings under section 26 of the Act. O. Reg. 478/79, s. 90.

92.—(1) No registrant or partner, officer or associate of a registrant shall have a direct or indirect interest in any other registrant without the approval of the Director.

(2) For the purposes of subsection (1), affiliated companies shall be treated as one company. O. Reg. 478/79, s. 91.

93. The Commission may prescribe conditions of registration for a registrant or group of registrants that are in lieu of some or all of the conditions of registration prescribed in sections 96 to 109, sections 111 to 113 and sections 123 to 131, where it gives prior notice of the proposed conditions to registrants affected and affords the registrant an opportunity to be heard and the Commission publishes notice in a publication published by the Commission of each instance when it so prescribes. O. Reg. 478/79, s. 92.

94. Every registered dealer that is a reporting issuer shall comply with the applicable conditions of registration under the Act and this Regulation. O. Reg. 478/79, s. 93.

CONDITIONS OF REGISTRATION—CAPITAL REQUIREMENTS

95.—(1) Subject to subsection (2), every dealer, other than a securities issuer, shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 96, plus the greater of,

(*a*) $25,000; and

(*b*) an amount equal to the sum of 10 per cent of the first $2,500,000 of adjusted liabilities, 8 per cent of the next $2,500,000 of adjusted liabilities, 7 per cent of the next $2,500,000 of adjusted liabilities, 6 per cent of the next $2,500,000 of adjusted liabilities and 5 per cent of adjusted liabilities in excess of $10,000,000.

(2) Every dealer, other than a securities issuer, who is also registered as a futures commission merchant under the *Commodity Futures Act,* shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 96 and under the corresponding provision under the *Commodity Futures Act,* plus the greater of,

(*a*) $75,000 of net free capital calculated in accordance with Form 9; and

(*b*) the amount calculated in accordance with clause 14 (1) (*b*) of Regulation 114 of Revised Regulations of Ontario, 1980, subject to subsection 14 (2) thereof.

(3) Every adviser shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 96 plus $5,000 of working capital calculated in accordance with generally accepted accounting principles or such greater amount as the Director considers necessary where the adviser exercises control over clients' funds or securities.

(4) Every underwriter shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy, required under section 96 plus $10,000 of net free capital calculated in accordance with Form 9.

(5) In clause (1) (*a*), $25,000 means,

(*a*) where it applies to a mutual fund dealer or a scholarship plan dealer, $25,000 of working capital calculated in accordance with generally accepted accounting principles; and

(*b*) where it applies to any other category of dealer other than a securities issuer, $25,000 of net free capital calculated in accordance with Form 9. O. Reg. 478/79, s. 94.

96.—(1) Except where the Director is satisfied in a particular case that reduced or no coverage would not be prejudicial to the public interest, every dealer, other than a mutual fund dealer and a security issuer, shall maintain bonding or insurance, by means of a broker's blanket bond on terms acceptable to the Director, in an amount of not less than $200,000, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4).

(2) Every mutual fund dealer shall maintain bonding or insurance, on terms acceptable to the Director,

(*a*) for employees in an amount not less than $50,000 for each employee, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4);

(*b*) for itself in an amount to be determined by the Director.

(3) Except where the Director is satisfied in a particular case that reduced or no coverage would not be prejudicial to the public interest, every security issuer, every adviser and every underwriter shall maintain bonding or insurance, on terms acceptable to the Director, in an amount of not less than $10,000, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4).

(4) Every person or company applying for registration or renewal of registration as a dealer, adviser or

underwriter shall deliver to the Director, with the application, a certified copy of a resolution of its directors stating that full consideration has been given to the amount of bonding or insurance necessary to cover insurable risks in the business of the applicant and that either,

(*a*) the minimum amount of coverage required by this Regulation is sufficient; or

(*b*) the minimum amount of coverage required by this Regulation is not sufficient but that an indicated amount of coverage would be sufficient.

(5) No registration or renewal of registration shall be granted where in the opinion of the Director the minimum amount of bonding or insurance required by this Regulation or, where a larger amount is indicated in a certified copy of a resolution referred to in subsection (4), the amount stated in the resolution, is not sufficient.

(6) The Director may exempt registrants who are members of the Ontario District of the Investment Dealers' Association of Canada, The Toronto Stock Exchange or the Broker-Dealers' Association of Ontario from compliance with subsection (4) where the Director is satisfied that the registrant is subject to requirements imposed by one of those organizations that provide at least equal protection for clients to that under subsection (4). O. Reg. 478/79, s. 95.

**97.** Every registrant shall forthwith notify the Commission in writing of any change in, or claim made under, the provisions of any bond or insurance policy maintained pursuant to the requirements of this Part. O. Reg. 478/79, s. 96.

**98.**—(1) Every dealer, other than a security issuer, shall participate in a compensation fund or contingency trust fund approved by the Commission and established by an organization referred to in section 20 of the Act or a trust company registered under the *Loan and Trust Corporations Act*.

(2) The Commission may vary the amount required to be contributed by any participant where in its opinion it would not be prejudicial to the public interest to do so, provided that the variation is published by the Commission in a publication published by it prior to the variation taking effect. O. Reg. 478/79, s. 97.

**99.** At the request of the Commission, a registrant shall enter into a subordination agreement in the form prescribed by the Commission. O. Reg. 478/79, s. 98.

**100.** The financial statements and reports required under sections 123 to 126 shall be reported upon by a person, acceptable to the Commission, who is the auditor of the registrant or is an accountant eligible for appointment as the auditor. O. Reg. 478/79, s. 99.

CONDITIONS OF REGISTRATION — RECORD KEEPING

**101.**—(1) Every registrant shall maintain books and records necessary to record properly its business transactions and financial affairs.

(2) All records may be kept by means of mechanical, electronic or other devices where such method of record keeping is not prohibited under other applicable legislation and the registrant,

(*a*) takes adequate precautions, appropriate to the means used, to guard against the risk of falsification of the information recorded; and

(*b*) provides a means for making the information available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the records.

(3) Without restricting the generality of subsection (1), a registrant shall maintain each of the following books and records that, in the opinion of the Director, are appropriate to its business:

1. Blotters, or other records of original entry, containing an itemized daily record of all purchases and sales of securities, all receipts and deliveries of securities, including certificate numbers, all receipts and disbursements of cash, all other debits and credits, the account for which each transaction was effected, the name of the securities, the class or designation of the securities, the number or value of the securities, the unit and aggregate purchase or sale price, if any, the trade date and the name or other designation of the person from whom the securities were purchased or received or to whom they were sold or delivered.

2. Ledgers or other records maintained in detail reflecting all the assets and liabilities, income and expense and capital accounts.

3. Ledger accounts or other records itemizing separately for each cash and margin account of every client, all purchases, sales, receipts, and deliveries of securities and commodities for the account and all other debits and credits to the account.

4. Ledgers or other records reflecting,

   i. securities in transfer,

   ii. dividends and interest received,

   iii. securities borrowed and securities loaned,

   iv. moneys borrowed and moneys loaned, together with a record of the collateral therefor and any substitutions in the collateral, and

v. securities which the registrant has failed to receive and failed to deliver.

5. A securities record or ledger showing separately for each security as of the trade date or settlement date all long and short positions, including securities in safekeeping, carried for the registrant's account or for the account of clients, the location of all securities long and the position offsetting securities sold short and, in all cases, the name or designation of the account in which each position is carried.

6. An adequate record of each order and of any other instruction, which may be a copy of the order or instruction, given or received for the purchase or sale of securities, whether executed or unexecuted, showing,

i. the terms and conditions of the order or instruction and of any modification or cancellation of the order or instruction,

ii. the account to which the order or instruction relates,

iii. where the order or instruction is placed by an individual other than,

A. the person in whose name the account is operated, or

B. an individual duly authorized to place orders or instructions on behalf of a customer that is a company,

the name, sales number or designation of the individual placing the order or instruction,

iv. the time of the entry of the order or instruction, and, where the order is entered pursuant to the exercise of discretionary power of a registrant or any employee of a registrant, a statement to that effect,

v. the price at which the order or instruction was executed, and

vi. to the extent feasible, the time of execution or cancellation.

7. Copies of confirmations or other records of all purchases and sales of securities required by section 35 of the Act and copies of notices of all other debits and credits of securities, cash and other items for the accounts of clients.

8. Subject to subsection 102 (4) a client record in respect of each cash and margin account containing,

i. the name and address of the beneficial owner and the guarantor, if any, of the account,

ii. where trading instructions are accepted from a person or company other than the client, written authorization or ratification from the client naming the person or company, and

iii. in the case of a margin account a properly executed margin agreement containing the signature of the owner and the guarantor, if any, and the additional information obtained pursuant to the requirements of sections 102 and 103,

but, in the case of a joint account or an account of a corporation, such records are required only in respect of the person or persons authorized to transact business for the account.

9. A record of all puts, calls, spreads, straddles and other options in which the registrant has any direct or indirect interest or which the registrant has granted or guaranteed, containing at least an identification of the security and the underlying security and the number of underlying securities to which the put, call, spread, straddle or other option relates.

10. A record of the proof of money balances of all ledger accounts in the form of trial balances and a record of a reasonable calculation of minimum free capital, adjusted liabilities and capital required, prepared for each month within a reasonable time after the month.

(4) Unless otherwise required by applicable legislation to be maintained for a longer period of time,

(*a*) records relating to unexecuted orders or instructions as prescribed in paragraph 6 of subsection (3) and confirmations prescribed in paragraph 7 of the said subsection (3), shall be maintained for a period of at least two years; and

(*b*) documents relating to executed orders or instructions as prescribed in paragraph 6 of subsection (3), shall be maintained for a period of at least five years and shall be retained in a readily accessible location for the first two years of that five year period.

(5) Subject to subsection (6), every registrant shall maintain the situs of its books and records in Ontario.

(6) Where the head office of the registrant is not in Ontario, the registrant shall maintain in Ontario such books and records as are necessary to record properly its business transactions and financial affairs in Ontario. O. Reg. 478/79, s. 100.

CONDITIONS OF REGISTRATION — NEW ACCOUNTS AND SUPERVISION

**102.**—(1) Every registered dealer and adviser shall establish procedures for dealing with its clients that conform with prudent business practice and that enable it to service its clients adequately and shall take whatever steps are necessary or appropriate to supervise such procedures properly.

(2) Brokers and investment dealers may comply with this section by following the guidelines published from time to time by The Toronto Stock Exchange and the Investment Dealers' Association of Canada, if the guidelines are submitted to the Commission before they are to take effect, and the Commission does not object to them.

(3) The procedures referred to in subsection (1) shall be in writing and designate a partner or director or, in the case of a branch office, a manager reporting directly to the designated partner or director, who shall be responsible for approving the opening of new accounts and the supervision of trades made for or to that client.

(4) For the purposes of subsection (1), but without limiting the requirements of that subsection and subject to subsection (7), each dealer, investment counsel and portfolio manager shall make such enquiries as,

(*a*) will enable it to establish the identity and, where applicable, the credit worthiness of each client, and the reputation of the client if information known to the dealer, investment counsel or portfolio manager, causes doubt as to whether the client is of good reputation; and

(*b*) subject to subsection (5), are appropriate in view of the nature of the client's investment and of the type of transaction being effected for its account, as to the general investment needs and objectives of each client and the suitability of a proposed purchase or sale for that client.

(5) Clause (4) (*b*) does not apply to a dealer who executes a trade on the instructions of an investment counsel, portfolio manager, another dealer, a bank to which the *Bank Act* (Canada) applies, a loan corporation or trust company registered under the *Loan and Trust Corporations Act*, or an insurance company licensed under the *Insurance Act*.

(6) For the purposes of complying with the requirements of this section as to obtaining appropriate information concerning new clients, use of a form in accordance with the published requirements of the Commission in a publication published by it is sufficient, but other forms or procedures may be used where they are more appropriate.

(7) Notwithstanding subsections (1) and (3), where an account is opened and traded by an investment counsel or portfolio manager on behalf of a client or clients,

(*a*) where the investment counsel or portfolio manager executes orders in its own name or identifies its client or clients by means of a code or symbols the dealer must satisfy itself as to the credit worthiness of the investment counsel or portfolio manager but shall not otherwise have any responsibility for the suitability of any trade for the client or clients of the investment counsel or portfolio manager; and

(*b*) where the investment counsel or portfolio manager executes orders in the name of its client with no agreement that payment of the account is guaranteed by the investment counsel or portfolio manager the dealer shall,

(i) obtain full information concerning the client with a view to determining the credit worthiness of the client, or

(ii) obtain a letter of undertaking from the investment counsel or portfolio manager and the letter shall refer to the familiarity of the investment counsel or portfolio manager with applicable rules of account supervision and the letter shall contain a covenant to make the investigation contemplated by such rules and to advise, where known, if the client is an insider or an employee, director or officer of a company or a partner in a firm engaged in the securities business,

but the dealer shall not have responsibility for determining the suitability of any trade for the client. O. Reg. 478/79, s. 101.

**103.**—(1) Every investment counsel shall maintain standards directed to ensuring fairness in the allocation of investment opportunities among his clients and a copy of the policies established shall be furnished to each client and filed with the Commission.

(2) Every investment counsel shall charge his clients directly for his services and such charge may be based upon the dollar value of the client's portfolio, but not on the value or volume of the transactions initiated for the client and, except with the written agreement of the client, shall not be contingent upon profits or performance.

(3) Subject to subsection (4), every investment counsel shall ensure that,

(*a*) the account of each client is supervised separate and distinct from other clients; and

(*b*) except in the case of mutual or pension funds, an order placed on behalf of one account is not pooled with that of another account.

(4) A portfolio manager shall ensure that the account of each client is supervised, separate and distinct from other clients but, subject to the by-laws of The Toronto Stock Exchange with respect to commission rate structure, an order placed on behalf of one account may be pooled with that of another account.

(5) Where there has been a material change in the ownership or control of the investment counsel or where it is proposed that an investment counsel sell or assign the account of a client in whole or in part to another registrant, the investment counsel shall, prior to such sale or assignment and immediately after such material change, give a written explanation to the client of the proposal or change and he shall inform the client of the client's right to withdraw his account.

(6) No purchase or sale of any security in which an investment counsel or any partner, officer or associate of an investment counsel has a direct or indirect beneficial interest shall be made from or to any portfolio managed or supervised by the investment counsel. O. Reg. 478/79, s. 102.

CONDITIONS OF REGISTRATION — SEGREGATION OF FUNDS AND SECURITIES

**104.**—(1) Securities that are held by a registrant for a client pursuant to a written safekeeping agreement and that are unencumbered shall be kept apart from all other securities and be identified as being held in safekeeping for a client in the registrant's security position record, client's ledger and statement of account.

(2) Securities held under subsection (1) may be released only on an instruction from the client and not solely because the client has become indebted to the registrant. O. Reg. 478/79, s. 103.

**105.**—(1) Securities held by a registrant for a client that are unencumbered and that are either fully paid for or are excess margin securities but that are not held pursuant to a written safekeeping agreement shall be,

(*a*) segregated and identified as being held in trust for the client; and

(*b*) described as being held in segregation on the registrant's security position record, client's ledger and statement of account. O. Reg. 478/79, s. 104 (1); O. Reg. 190/80, s. 19.

(2) Segregated securities may be used by the registrant, by sale or loan, whenever a client becomes indebted to a registrant but only to the extent reasonably necessary to cover the indebtedness.

(3) Bulk segregation of securities described in subsection (1) is permissible. O. Reg. 478/79, s. 104 (2, 3).

**106.** Clients' free credit balances, where satisfactory arrangements concerning bonding or insurance have not been made and approved by the Commission, shall be deposited in a client's trust account and properly identified forthwith upon their receipt by the registrant. O. Reg. 478/79, s. 105.

**107.** Subscriptions or prepayments held pending investment by mutual fund dealers, securities advisers or investment counsel shall be segregated in a trust account and not commingled with the assets of the dealer, adviser or counsel. O. Reg. 478/79, s. 106.

**108.** The Director may exempt registrants who are members of the Ontario District of the Investment Dealers' Association of Canada or The Toronto Stock Exchange from compliance with sections 104 to 107 where the Director is satisfied that the registrant is subject to requirements imposed by one or both of those organizations that provide protection for clients at least equal to that under the said sections 104 to 107. O. Reg. 478/79, s. 107.

CONDITIONS OF REGISTRATION — STATEMENTS OF ACCOUNT AND PORTFOLIO

**109.**—(1) Subject to subsection (5), a dealer shall send a statement of account to each client at the end of each month in which the client has effected a transaction, where there is a debit or credit balance or securities held.

(2) Subject to subsection (5), where a client has not effected a transaction but there are either funds or securities held by the dealer on a continuing basis, the dealer shall forward a statement of account to the client showing any debit or credit balance and the details of any securities held or owned not less than once every three months.

(3) The Director may vary subsections (1) and (2) as they apply to any dealer.

(4) The statements required by subsections (1) and (2) must list the securities held for the client and indicate clearly which securities are held for safekeeping or in segregation.

(5) A mutual fund dealer is not required to comply with subsections (1) and (2), where a statement of account is sent to each client not less frequently than once every twelve months, showing the number and market value at the date of purchase or redemption, of securities purchased or redeemed during the period since the date of the last statement sent under this subsection and showing the total market value of all securities of the mutual fund held by the client at the date of the statement.

(6) Except where the client has expressly directed otherwise, every portfolio manager shall send to each client not less than once every three months, a statement of the portfolio of such client under his management. O. Reg. 478/79, s. 108.

CONDITIONS OF REGISTRATION — PROFICIENCY REQUIREMENTS

**110.**—(1) Subject to subsection (2), no individual shall be granted registration as a salesman of a registered dealer unless the individual has been registered previously as a dealer or a partner or officer of a dealer or has successfully completed the Canadian Securities Course.

(2) Notwithstanding subsection (1), an individual may be granted registration as a salesman of a registered mutual fund dealer if the individual has successfully completed the Canadian Investment Funds Course.

(3) In addition to the requirements of subsection (1), no individual shall be granted registration as a salesman with a broker or investment dealer unless he has been registered previously as a salesman or he has successfully completed the Registered Representatives Examination.

(4) No individual shall be granted registration as a securities adviser or as a partner or officer of a registered securities adviser unless the individual has successfully completed the Canadian Securities Course and Canadian Investment Finance Course and has established to the satisfaction of the Director that he has performed research involving the financial analysis of investments for at least five years under the supervision of an adviser.

(5) No individual shall be granted registration as an investment counsel or as a partner or officer of a registered investment counsel unless the individual has successfully completed the Canadian Securities Course, the Canadian Investment Finance Course and the first year of the Chartered Financial Analysts Course, and has been employed for at least five years performing research involving the financial analysis of investments with at least three of those years under the supervision of an adviser having the responsibility for the management or supervision of investment portfolios having an aggregate value of not less than $1,000,000.

(6) No individual shall be granted registration as a broker, broker-dealer, investment dealer or securities dealer or as a partner or an officer of such dealers unless the individual has successfully completed the Partners', Directors' and Senior Officers' Qualifying Examination. O. Reg. 478/79, s. 109.

**111.**—(1) No person, other than an individual, or company shall be granted registration as a partner or officer of a registered securities adviser unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the adviser has successfully completed the Canadian Securities Course and the Canadian Investment Finance Course and has established to the satisfaction of the Director that he has performed research involving the financial analysis of investments for at least five years under the supervision of an adviser.

(2) No person, other than an individual, or company shall be granted registration as a partner or officer of a registered investment counsel unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the investment counsel has successfully completed the Canadian Securities Course, the Canadian Investment Finance Course and the first year of the Chartered Financial Analysts Course and has been employed for at least five years performing research involving the financial analysis of investments with at least three of those years under the supervision of an adviser having the responsibility for the management or supervision of investment portfolios having an aggregate value of not less than $1,000,000.

(3) No person, other than an individual, or company shall be granted registration as a broker, broker-dealer, investment dealer or securities dealer, or as a partner or officer of the dealer unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the registered dealer has successfully completed the Partners', Directors' and Senior Officers' Qualifying Examination. O. Reg. 478/79, s. 110.

**112.** Notwithstanding sections 110 and 111, where the Director is satisfied that a person or company has the educational qualifications and experience that are equivalent to what is required in those sections, the Director may, subject to such terms and conditions as he may impose, exempt the person or company from such sections. O. Reg. 478/79, s. 111.

**113.**—(1) Subjects to subsection (2), no individual shall be granted registration or renewal of registration as a salesman unless he is employed full time as a salesman.

(2) Subsection (1) does not apply to an individual granted registration or renewal of registration where,

(*a*) the individual is a part-time student enrolled in a business, commercial or financial course;

(*b*) the individual is a full-time student enrolled in a business, commercial or financial course and he satisfies the Director that he has a present intention of continuing a career in the investment business;

(*c*) the individual is otherwise employed for six months or less during the calendar year and while so employed is not employed as a salesman;

(*d*) the individual is carrying on a hobby, recreational or cultural activity which in the opinion of the Director will not interfere with his duties and responsibilities as a salesman;

(*e*) in the case of a salesman employed by a mutual fund dealer, the area in which the individual is to be employed is in the opinion of the Director so remote and sparsely populated that full-time employment as a salesman is not economically feasible;

(*f*) the individual holds a licence as an insurance agent under the *Insurance Act* or a licence as an investment contract sales agent under the *Investment Contracts Act* and is in the employ or under the sponsorship of the dealer who proposes to employ him;

(*g*) with the written consent of the dealer employing him and the Director, the individual is employed outside the normal working hours and there is no conflict of interest arising from his duties as a salesman and his outside employment;

(*h*) the individual is carrying on an activity which in the opinion of the Director and the employer will not in the circumstances interfere with his duties and responsibility as a salesman and there is no conflict of interest arising from his duties as a salesman and his outside activity; or

(*i*) the individual is registered under the *Commodity Futures Act*. O. Reg. 478/79, s. 112.

APPLICATION FOR REGISTRATION

**114.** Unless the Director permits or requires otherwise,

(*a*) an applicant for registration as a dealer, adviser or underwriter, or any combination thereof shall complete and execute Form 3 and an applicant for registration as an adviser shall file together with Form 3 the financial statements referred to in clauses 10 (1) (*a*), (*b*), (*c*) and (*d*) made up as at a date not more than ninety days prior to the date of the application or such other supporting material as may be satisfactory to the Director; and

(*b*) an applicant for registration as,

(i) a salesman, or

(ii) a partner or officer of a registered dealer or a registered adviser,

shall complete and execute Form 4, unless the information required by Form 4 has previously been filed by the applicant and the information as previously filed is current and correct as of the date of the application. O. Reg. 478/79, s. 113; O. Reg. 602/79, s. 4.

RENEWALS OF REGISTRATION

**115.**—(1) Every registration and renewal of registration expires on the day preceding its anniversary date in the year following the year in which it was granted.

(2) Every application for renewal of registration shall be filed no later than thirty days prior to the date on which the registration or renewal of registration expires. O. Reg. 478/79, s. 114.

**116.**—(1) Unless the Director permits or requires otherwise, and, subject to subsection (2), every application for renewal of registration as a dealer, adviser or underwriter shall be by way of a letter filed with the Director requesting renewal of registration.

(2) Subject to subsection (3), where the information filed by the applicant in his last application for registration has changed and particulars of such change have not been filed with the Commission as an application for amendment or renewal of registration, an application for renewal of registration shall be prepared in accordance with Form 5.

(3) Where the information that has changed is that required in an exhibit required by clause (*b*) of item 10 of Form 3 and is for a person in respect of whom a similar exhibit has been filed by the applicant with a Securities Commission or Administrator in a province or territory of Canada in which the principal office of the applicant is situate, the exhibit is not required for the person, where the full name of the person and the place that the exhibit has been so filed are stated. O. Reg. 478/79, s. 115.

**117.**—(1) Unless the Director permits or requires otherwise, and subject to subsection 2, an application for renewal of registration as a salesman shall be by way of letter filed with the Director requesting renewal of registration.

(2) Where the information filed by the applicant in his last application for registration has changed and particulars of such change have not been filed with the Commission as an application for amendment or renewal of registration, an application for renewal of registration shall be prepared in accordance with Form 6. O. Reg. 478/79, s. 116.

EXAMINATION

**118.** A summons for an examination under section 30 of the Act shall be in Form 8. O. Reg. 478/79, s. 117.

AMENDMENTS TO REGISTRATION

**119.**—(1) Subject to subsections (2) and (3), every notice to the Director under subsection 32 (1) or (2) of the Act shall be by way of a letter filed with the Director, providing the information required by the applicable part of such subsections.

(2) Upon receipt and review of the letter referred to in subsection (1) the Director may require an application for amendment of registration prepared in accordance with Form 7.

(3) Notice to the Director under subsection 32 (1) or (2) of the Act is not required where the registrant is a reporting issuer. O. Reg. 478/79, s. 118.

**120.** Every notice to the Director under subsection 32 (3) of the Act shall be by way of a letter filed with the Director, providing the information required by the applicable part of that subsection and signed by the salesman. O. Reg. 478/79, s. 119.

**121.** Every escrow agreement referred to in paragraph 14 of subsection 34 (2) of the Act shall be in accordance with Form 16. O. Reg. 478/79, s. 120.

**122.** Every transferee of shares that are subject to the escrow agreement shall sign an acknowledgment in accordance with Form 18 and file it within ten days after the date of the Commission's consent to a transfer in escrow. O. Reg. 478/79, s. 121.

REPORTING TO ONTARIO SECURITIES COMMISSION

**123.** Every adviser, mutual fund dealer and scholarship plan dealer shall deliver to the Commission within ninety days after the end of its financial year a copy of its financial statements for the financial year. O. Reg. 478/79, s. 122.

**124.** The financial statements required to be delivered under section 123 shall include,

(*a*) an income statement, a statement of surplus and a statement of changes in financial position, each for the financial year; and

(*b*) a balance sheet as at the end of the financial year, signed by one director of the registrant. O. Reg. 478/79, s. 123.

**125.** Every mutual fund dealer and scholarship plan dealer shall deliver to the Commission within ninety days after the end of its financial year a report prepared in accordance with Statement C of Form 9. O. Reg. 478/79, s. 124.

**126.** Every securities dealer and underwriter that is not a member in good standing of a self-regulatory body referred to in section 20 of the Act shall deliver to the Commission within ninety days after the end of its financial year a report prepared in accordance with Form 9. O. Reg. 478/79, s. 125.

**127.** Form 10 may be used as a guideline for the purpose of assisting in the auditing of the financial statements of a portfolio manager. O. Reg. 478/79, s. 126.

**128.** The report required by section 126 shall be audited in accordance with generally accepted auditing standards and the audit requirements published by the Commission.

**129.**—(1) Every registrant that is not a member in good standing of a self-regulatory body referred to in section 20 of the Act shall issue a direction to its auditor instructing the auditor to conduct any audit requested by the Commission or the Director during its registration and shall deliver a copy of the direction to the Commission,

(*a*) with its application for registration; and

(*b*) immediately after the registrant changes its auditor.

(2) Where the Commission or the Director requests an auditor to conduct an audit of the financial affairs of a registrant in accordance with a direction referred to in subsection (1), all fees related to the audit shall be paid by the registrant. O. Reg. 478/79, s. 128.

**130.** Every audit under section 21 of the Act shall relate to the affairs of the registrant and shall be performed in accordance with generally accepted auditing standards and the audit requirements published by the Commission. O. Reg. 478/79, s. 129.

**131.**—(1) Every report of an auditor under section 21 of the Act shall be prepared in accordance with generally accepted auditing standards.

(2) No registrant shall withhold, destroy or conceal any information or documents or otherwise fail to cooperate with a reasonable request made by an auditor of a registrant in the course of an audit under section 21 of the Act. O. Reg. 478/79, s. 130.

NON-RESIDENT OWNERSHIP RESTRICTIONS

**132.** For the purposes of sections 133 to 136, where a security is owned jointly and one or more of the joint owners is a non-resident, the security shall be deemed to be owned by a non-resident. O. Reg. 478/79, s. 131.

**133.** Subject to section 134, registration and renewal of registration is conditional upon.

(*a*) the applicant or registrant being a resident; and

(*b*) the beneficial ownership of or control or direction over securities of any class of securities of an applicant or registrant by non-residents and their associates and affiliates not exceeding 25 per cent of the issued securities of that class, with no single non-resident and his associates and affiliates having a beneficial interest in or exercising control or direction over more than 10 per cent of the issued securities of that class of securities. O. Reg. 478/79, s. 132.

**134.**—(1) The renewal of registration of a non-resident controlled registrant is conditional upon.

(*a*) there being no material change in ownership without the consent or permission of the Commission under subsections (2) and (3);

(*b*) subject to clause *c*, where the non-resident controlled registrant is a non-resident controlled dealer, its capital not exceeding its permissible capital;

(*c*) where the parent of a non-resident controlled registrant has paid a dividend to its shareholders in its last financial year, the non-resident controlled registrant paying to its shareholders within twelve months of the date on which the dividend of the parent company was paid the same percentage of its retained earnings, if any, that the dividends paid by its parent company were of the parent company's retained earnings; and

(*d*) where the non-resident controlled registrant is a non-resident controlled dealer who is also a registrant under the *Commodity Futures Act* and who has elected to designate a date under subparagraph i of paragraph 27 of section 84, its securities related capital not exceeding its permissible capital. O. Reg. 478/79, s. 133 (1); O. Reg. 190/80, s. 20.

(2) Except where,

(*a*) the written consent of the Commission is obtained prior to the commencement of a distribution; and

(*b*) all terms and conditions of the Commission's written consent referred to in clause (*a*) are complied with,

an increase in the capital of a parent company of a non-resident controlled registrant through a distribution of its securities shall be deemed to be a material change in the ownership of the non-resident controlled registrant.

(3) Upon the application of a non-resident controlled registrant the Commission, where it is satisfied that,

(*a*) the non-resident controlled registrant provides a material or unique service to Ontario investors not substantially available to those investors through other registrants; and

(*b*) either,

(i) the non-resident and his associates or affiliates have made reasonable efforts without success to obtain resident Canadian purchasers for the voting securities over which they exercise control or direction of the non-resident controlled registrant and that under the control or direction of the proposed non-resident, the non-resident controlled registrant would continue to provide the material or unique service to Ontario investors, or

(ii) the continuation of the material or unique service to Ontario investors is dependent upon continued non-resident control or direction,

and that to do so would not otherwise be prejudicial to the public interest, may permit a material change in non-resident ownership, control or direction of the non-resident controlled registrant subject to such terms and conditions as the Commission may impose.

(4) Upon an application of a non-resident controlled registrant, the Commission may exempt the non-resident controlled registrant from the obligation to comply with clause (1) (*c*), upon such terms and conditions as it may impose, where it is satisfied that to do so would not be prejudicial to the public interest. O. Reg. 478/79, s. 133 (2-4).

(5) Notwithstanding clause (1) (*a*), renewal of registration may be granted to any non-resident controlled registrant that had a material change in ownership subsequent to the 30th day of December, 1977 and prior to the 3rd day of March, 1978, but the renewed registration shall not extend beyond the 30th day of September, 1984 and shall be subject to compliance with all other requirements and conditions of registration set out in the Act and the regulations or imposed pursuant thereto. O. Reg. 531/80, s. 1.

135.—(1) Every money market dealer and every non-resident controlled dealer shall file with the Commission, within ninety days of the end of each financial year ending in the twelve months preceding the 1st day of April, in which it held registration, its financial statements for the financial year and where the non-resident controlled dealer is also a registrant under the *Commodity Futures Act* and has elected to designate a date under subparagraph i of paragraph 27 of section 84, such financial statements shall include separate financial statements for,

(*a*) the business referred to in subparagraph ii of paragraph 27 of section 84; and

(*b*) any other business that does not constitute the business referred to in subparagraph ii of paragraph 27 of section 84. O. Reg. 190/80, s. 21.

(2) The Commission shall calculate the domestic base capital for each financial year and shall compare the domestic base capital for each financial year with the domestic base capital of the previous financial year for the purpose of calculating the percentage increase or decrease in the domestic base capital.

(3) The Commission shall calculate the permissible capital of each non-resident controlled dealer for each financial year by applying the percentage rate of increase or decrease in domestic base capital for that financial year to the existing permissible capital of the non-resident controlled dealer.

(4) The Commission shall notify each non-resident controlled dealer of its permissible capital for each financial year. O. Reg. 478/79, s. 134 (2-4).

**136.**—(1) Where the capital of a non-resident controlled dealer is less than its permissible capital, the capital may be increased by an amount up to, but not exceeding, the difference between capital and permissible capital provided that the funds employed for the purpose of increasing the capital are earnings of the non-resident controlled dealer.

(2) Subject to subsections (3) and (4), where after receiving notice of its permissible capital from the Commission for any given year the capital of the non-resident controlled dealer as shown in its audited financial statement for the same period exceeds its permissible capital, its capital shall be reduced by an amount equal to the excess, within thirty days after receipt of the notice from the Commission.

(3) Where the capital of a non-resident controlled dealer does not exceed $250,000, the capital is not required to be reduced where the nature of the business of the non-resident controlled dealer has not changed.

(4) Upon an application of a non-resident controlled dealer, the Commission may exempt the non-resident controlled dealer from the requirement of subsection (2), upon such terms and conditions as it may impose, where it is satisfied that to do so would not be prejudicial to the public interest. O. Reg. 478/79, s. 135.

(5) Where the free capital of a non-resident controlled dealer falls below the minimum required by section 95 or materially below an amount reasonably necessary to maintain an acceptable level of service and where the Commission is of the opinion that it would be contrary to the public interest to prohibit the non-resident controlled dealer from borrowing sufficient money by way of a temporary subordinated loan from, or guaranteed by, one or more of its non-resident owners in order to restore its free capital to such minimum or acceptable level, the Commission may approve such a loan subject to such terms and conditions as it considers necessary.

(6) The Commission shall not grant approval under subsection (5) unless the Commission is satisfied that,

(*a*) the additional capital is necessary for the protection of the clients of the non-resident controlled dealer;

(*b*) the capital deficiency was not a consequence of an expansion of the business of the non-resident controlled dealer without due regard to the restrictions on the growth of its permissible capital; and

(*c*) the capital advanced through the subordinated loan will be reduced no less quickly than would result from the application to repayment of the subordinated loan of all future profits over and above those profits necessary to maintain the free capital at the level acceptable to the Commission at the time approval is given, and,

where the non-resident controlled dealer is a member of The Toronto Stock Exchange or the Investment Dealers' Association of Canada, the opinion of the self-regulatory body shall be obtained and considered in determining the amount of capital necessary to maintain an acceptable level of service and in determining that the criteria in clauses (*a*), (*b*) and (*c*) are satisfied.

(7) For the purposes of subsections (1) to (4), where the non-resident controlled dealer is also a registrant under the *Commodity Futures Act* and has elected to designate a date under subparagraph i of paragraph 27 of section 84 "capital" shall mean securities related capital and "earnings" shall mean earnings from the business referred to in subparagraph ii of paragraph 27 of section 85. O. Reg. 190/80, s. 22.

FURTHER EXEMPTIONS FROM REGISTRATION REQUIREMENTS

**137.** Registration is not required as an adviser by a broker or investment dealer acting as a portfolio manager where,

(*a*) The Toronto Stock Exchange, in the case of a broker, or the Investment Dealers' Association of Canada, in the case of an investment dealer, as the self-regulatory body to whose discipline the broker or investment dealer is subject, has passed by-laws or regulations that,

(i) govern the activities of its members as portfolio managers,

(ii) impose standards and conditions applicable to all members managing the investment portfolios of clients through discretionary authority granted by the clients, and

(iii) together with any amendments thereto, have been approved by the Commission as the substantial equivalent of the requirements and conditions of registration for portfolio managers;

(*b*) The Toronto Stock Exchange or the Investment Dealers' Association of Canada, as the case may be, has,

(i) recognized certain activities of the broker or investment dealer as being the equivalent of those of a portfolio manager and has so advised the Commission, and

(ii) with respect to the broker or investment dealer, provided the Commission with,

(A) the names of any partner, director, officer or employee designated and approved pursuant to the applicable by-laws or regulations, to make investment decisions on behalf of or to offer advice to clients, and

(B) any changes made from time to time in the designation and approval of any partner, director, officer or employee; and

(*c*) the designated and approved individuals referred to in clause (*b*), who are resident in Ontario, are registered, designated or approved to trade in securities under section 24 of the Act. O. Reg. 478/79, s. 136.

**138.**—(1) An applicant for recognition as an exempt purchaser or for renewal of recognition as an exempt purchaser shall complete and execute Form 11.

(2) No person or company shall be granted recognition as an exempt purchaser or renewal of recognition as an exempt purchaser for a period of more than one year.

(3) Every application for renewal of recognition as an exempt purchaser shall be filed no later than thirty days prior to the date on which the then current recognition as an exempt purchaser expires.

**139.** For the purposes of clause (*e*) of paragraph 1 of subsection 34 (2) of the Act, the Asian Development Bank and the Inter-American Development Bank shall,

(*a*) file with the Commission copies of its annual report to its Board of Governors and copies of its charter documents and any material modifications and amendments thereto; and

(*b*) file with the Commission, prior to the initial trade by it of its securities in Ontario, and thereafter, the material that it would be required to file with the Securities and Exchange Commission of the United States of America if all trades of such securities made by it in Ontario had been made in the United States of America; and

(*c*) advise the Commission in writing if its,

(i) filing requirements with, or

(ii) exemptions from legislation administered by,

the Securities and Exchange Commission of the United States of America are suspended, revoked or substantially amended. O. Reg. 478/79, s. 138.

**140.** Registration is not required in respect of a trade,

(*a*) of the kind referred to in sections 14, 16 and 17;

(*b*) made through the facilities of a stock exchange recognized by the Commission for the purposes of this section, where,

(i) the trade is effected in whole or part by means of telephone or other telecommunications equipment linking the facilities of that stock exchange with the facilities of another stock exchange recognized by the Commission for the purposes of this section,

(ii) the trade is made in a security of a class or type designated by the Commission as exempt for the purposes of this section, and

(iii) each of the parties to the trade is registered as a dealer, or in a similar capacity, under the securities legislation of a province or territory of Canada;

(*c*) by a trust company registered under the *Loan and Trust Corporations Act* where the trade is made through its offices in the securities of a mutual fund promoted, managed and administered by such trust company provided no sales or other acquisition charges are levied;

(*d*) by a person or company with a registered dealer acting as principal;

(*e*) in a bond or debenture by way of an unsolicited order given to a bank to which the *Bank Act* (Canada) applies or to a trust company registered under the *Loan and Trust Corporations Act* provided that the bank or trust company is acting as principal and the bond or debenture is acquired by the bank or trust company for purposes of the trade from, or sold by the bank or trust company following the trade to, a registered dealer; or

(*f*) made by an offeree described in clause 88 (1) (*f*) of the Act in securities that are being disposed of to a person or company making a cash or share exchange takeover bid. O. Reg. 667/79, s. 4; O. Reg. 190/80, s. 23.

**141.** Registration is not required to act as an underwriter in respect of,

(*a*) a trade referred to in subsection 34 (1) of the Act; or

(*b*) a trade in a security referred to in subsection 34 (2) of the Act. O. Reg. 190/80, s. 24.

## PART VI

## ONTARIO SECURITIES COMMISSION PROCEDURE AND RELATED MATTERS

### ENDORSEMENT OF WARRANTS

**142.** The endorsement of a warrant by a provincial judge or justice of Ontario provided for by section 121 of the Act shall be in accordance with Form 40. O. Reg. 478/79, s. 142.

### OVER-THE-COUNTER TRADING

**143.**—(1) In this section,

(*a*) "agency" means a person or company recognized by the Commission for the purposes of this section and established for the purpose of receiving, assembling and publishing information collected from registrants concerning the details of trades in securities specified by the Commission and executed through negotiation or otherwise in the over-the-counter market;

(*b*) "over-the-counter market" includes all trading in securities other than trades in securities that are listed and posted for trading on any stock exchange recognized by the Commission for the purpose of this section where the securities are traded through the facilities of any such stock exchange pursuant to the by-laws, rules and policies of any such stock exchange.

(2) The Commission may require any class of registrants, as a condition of registration, to report all trades in the over-the-counter market to an agency in accordance with the requirements of the agency and to pay to the agency the fees of the agency approved by the Commission.

(3) The forms, fees and other requirements of an agency are subject to the approval of the Commission and the forms, fees and other requirements, and any amendment to any of them, shall be published by the Commission in the month immediately following approval.

(4) The Commission may inspect all books, documents, correspondence and other records of any description maintained by an agency.

(5) Where the information received by an agency under this section is recorded by means of a mechanical, electronic or other device, the agency shall,

(*a*) take adequate precautions, appropriate to the means used, for guarding against the risk of falsifying the information recorded; and

(*b*) provide means for making the information available to the Commission in an accurate and intelligible form within a reasonable time. O. Reg. 478/79, s. 143.

### EXECUTION AND CERTIFICATION OF DOCUMENTS

**144.** Except as otherwise provided in the Act or section 11 or section 162,

(*a*) every document required or permitted to be filed with the Commission by an individual that is required to be signed or certified shall be manually signed and shall include below the signature the name of the individual in typewritten or printed form;

(*b*) subject to clause (*c*) every document required or permitted to be filed with the Commission by a company or person, other than an individual, that is required to be signed or certified, shall be manually signed by an officer or director of the company or person or, subject to clause (*d*), by the attorney or agent of such person or company and shall include below the signature the name of the officer, director, attorney or agent in a typewritten or printed form;

(*c*) where a partner signs or certifies on behalf of a professional partnership, the partner is not required to sign his name but if an individual other than a partner signs or certifies, the individual shall sign his name manually and the name of the individual shall be included below his signature in typewritten or printed form; and

(*d*) where a document required or permitted to be filed with the Commission by an individual, company or person has been executed by an attorney or agent of the individual, company or person, a duly completed power of attorney or document of authority authorizing the signing of the document shall be filed with the document unless the Director permits the filing of the document without the power of attorney or document of authority. O. Reg. 478/79, s. 144; O. Reg. 602/79, s. 5; O. Reg. 190/80, s. 25.

### FEES AND FILING

**145.**—(1) Fees shall be paid to the Treasurer of Ontario in accordance with Schedule 1.

(2) Where any material that is filed is not prepared in accordance with the Act or this Regulation, the Director may, or the Commission may require the Director to, return the material to the person or company that is required to comply with the provisions.

(3) Where any material is returned to a person or company under subsection (2), the fee paid upon the filing of the material shall not be refunded without the consent of the Commission. O. Reg. 478/79, s. 145.

### INVESTIGATIONS

**146.** The following practices and procedures apply to investigations conducted under the Act:

1. Every summons issued by a person under subsection 11 (4) or section 13 of the Act shall be served personally on the individual summoned who shall be paid the like fees and allowances for his attendance before the person as are paid for the attendance of a witness summoned to attend before the Supreme Court.

2. Every summons to a witness to appear before a person appointed to make an investigation under section 11 or 13 of the Act shall be in Form 1.

3. The service of a summons on a witness, the payment or tender of fees and allowances to the witness and the service of a notice on a witness may be proved by an affidavit in Form 2. O. Reg. 478/79, s. 146.

PART VII

INSIDER TRADING

**147.** The disclosure required by section 39 of the Act with respect to a person or company that would be an insider of the adviser if the adviser were a reporting issuer is required only where such person or company participates in the formulation of, or has access prior to implementation to, investment decisions made on behalf of or the advice given to clients of the adviser. O. Reg. 478/79, s. 147.

**148.** Every report required to be filed under subsection 102 (1) of the Act shall be prepared in accordance with Form 36. O. Reg. 478/79, s. 148.

**149.** Every report required to be filed under subsection 102 (2) of the Act shall be prepared in accordance with Form 37. O. Reg. 478/79, s. 149.

**150.** Where an insider does not have any direct or indirect beneficial ownership of or control or direction over securities of the reporting issuer, the insider is not required to file a Form 36 merely to report that fact. O. Reg. 478/79, s. 150.

**151.**—(1) Every report required to be filed under subsection 103 (1) of the Act shall be prepared in accordance with,

(*a*) Form 36, where the person or company has not previously filed Form 36 with respect to other securities of the class of securities acquired; or

(*b*) Form 37, where the person or company has previously filed Form 36 with respect to other securities of the class of securities acquired.

(2) Every report required to be filed under subsection 103 (2) of the Act shall be prepared in accordance with Form 37. O. Reg. 478/79, s. 151.

**152.** Every report required to be filed under section 104 of the Act shall be filed within ten days of the date of the transfer and shall be prepared in accordance with,

(*a*) Form 36, where the insider has not previously filed a report in Form 36 in respect of the transferred securities.

(*b*) Form 37, where the insider has previously filed a report in Form 36 in respect of the transfered securities. O. Reg. 478/79, s. 152.

**153.** Every report required to be filed under section 105 of the Act shall be prepared in accordance with Form 38. O. Reg. 478/79, s. 153.

**154.** Every report required to be filed under section 113 of the Act shall be prepared in accordance with Form 39. O. Reg. 478/79, s. 154.

**155.** For the purposes of sections 102 and 103 of the Act,

(*a*) a report filed by a company that includes securities beneficially owned or deemed to be beneficially owned by an affiliate or which includes changes in the affiliate's beneficial ownership or deemed beneficial ownership of the securities shall be deemed to be a report filed by the affiliate and the affiliate need not file a separate report; or

(*b*) a report filed by a person that includes the securities beneficially owned or deemed to be beneficially owned by a company controlled by the person or by an affiliate of the controlled company or that includes changes in the controlled company's or affiliate's beneficial ownership or deemed beneficial ownership of the securities shall be deemed to be a report filed by the controlled company or affiliate and the controlled company and affiliate need not file a separate report. O. Reg. 478/79, s. 155.

**156.**—(1) Where there are one or more executors, administrators or other personal representatives of an estate, referred to in this section as an executor, the reporting requirements of this Part shall be deemed to be satisfied as they apply to,

(*a*) a co-executor; and

(*b*) the directors and senior officers of an executor or co-executor,

where the applicable report is filed by a co-executor or by the executor in respect of securities owned by the estate.

(2) Subsection (1) only applies to reporting requirements that arise solely from the capacity of co-executor or director or senior officer of an executor or co-executor. O. Reg. 478/79, s. 156.

PART VIII

PROXIES AND PROXY SOLICITATION

**157.**—(1) An information circular shall contain the information prescribed in Form 30.

(2) The information required by Form 30 shall be given as of a specified date not more than thirty days prior to the date upon which the information circular is first sent to any of the security holders of the reporting issuer.

(3) The information contained in an information circular shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(4) The order of items set out in Form 30 need not be followed.

(5) Where practicable and appropriate, information required by Form 30 shall be presented in tabular form.

(6) All amounts required by Form 30 shall be stated in figures.

(7) Information required by more than one applicable item in Form 30 need not be repeated.

(8) No statement need be made in response to any item in Form 30 that is inapplicable and negative answers to any item may be omitted.

(9) Information that is not known to the person or company on whose behalf the solicitation is to be made and that is not reasonably within the power of the person or company to ascertain or procure may be omitted if a brief statement is made in the information circular of the circumstances rendering the information unavailable.

(10) There may be omitted from the information circular any information contained in any other information circular, notice of meeting or form of proxy sent to the persons or companies whose proxies were solicited in connection with the same meeting if reference is made to the particular document containing the information. O. Reg. 478/79, s. 157.

**158.**—(1) Every form of proxy sent or delivered to a security holder of a reporting issuer by a person or company soliciting proxies shall indicate in bold-face type whether or not the proxy is solicited by or on behalf of the management of the reporting issuer and shall provide a specifically designated blank space for dating the form of proxy.

(2) An information circular or form of proxy shall indicate in bold-face type that the security holder has the right to appoint a person or company to represent him at the meeting other than the person or company, if any, designated in the form of proxy and shall contain instructions as to the manner in which the security holder may exercise the right.

(3) If a form of proxy contains a designation of a named person or company as nominee, it shall provide a means whereby the security holder may designate in the form of proxy some other person or company as his nominee.

(4) Every form of proxy shall provide a means for the security holder to specify that the securities registered in his name shall be voted for or against each matter or group of related matters indentified therein or in the notice of meeting or in an information circular, other than the appointment of an auditor and the election of directors.

(5) A proxy may confer discretionary authority with respect to each matter referred to in subsection (4) as to which a choice is not so specified if the form of proxy or the information circular states in bold-face type how the securities represented by the proxy will be voted in respect of each matter or group of related matters.

(6) A proxy shall provide a means for the security holder to specify that the securities registered in the name of the security holder shall be voted or withheld from voting in respect of the appointment of an auditor or the election of directors.

(7) A proxy or an information circular shall state that the securities represented by the proxy will be voted or withheld from voting in accordance with the instructions of the security holder on any ballot that may be called for and that, if the security holder specifies a choice under subsection (4) or (6), with respect to any matter to be acted upon, the securities shall be voted accordingly. O. Reg. 478/79, s. 158.

**159.** A proxy may confer discretionary authority with respect to,

(*a*) amendments or variations to matters identified in the notice of meeting; and

(*b*) other matters which may properly come before the meeting,

where,

(*c*) the person or company by whom or on whose behalf the solicitation is made is not aware within a reasonable time prior to the time the solicitation is made that any such amendments, variations or other matters are to be presented for action at the meeting; and

(*d*) a specific statement is made in the information circular or in the form of proxy that the proxy is conferring such discretionary authority. O. Reg. 478/79, s. 159.

**160.** No proxy shall confer authority to vote,

(*a*) for the election of any person or company as a director of a reporting issuer unless a *bona fide* proposed nominee for such election is named in the information circular; or

(*b*) at any meeting other than the meeting specified in the notice of meeting or any adjournment thereof. O. Reg. 478/79, s. 160.

**161.** Every person or company that sends or delivers an information circular or proxy to security holders of a reporting issuer shall forthwith file a copy of the information circular, proxy and all other material sent or delivered by the person or company in connection with the meeting to which the information circular or proxy relates. O. Reg. 478/79, s. 161.

**162.** The certification of every information circular required to be filed under section 80 of the Act shall be evidenced by the manual or facsimile signature of the officer or director referred to in clause 144 (*b*) of this Regulation. O. Reg. 190/80, s. 26.

## PART IX

## TAKE-OVER BIDS AND ISSUER BIDS

**163.**—(1) In this Part, "closing price" as to a security in which there is a published market, at any date, means subject to subsection (2), the price per security at which the last trade in that security was effected in the published market on that day, exclusive of,

(*a*) odd lot transactions; and

(*b*) block transactions and other transactions effected in a manner recognized by the rules of the published market and that differ from the conventional pricing process applicable to that market,

but on a day in which no transactions other than transactions referred to in clauses (*a*) and (*b*) occurred, but as to which closing bid and ask prices were published, the closing price is the average of such bid and ask prices.

(2) Where there is more than one published market for a security and one such published market is within Canada, the "closing price" for purposes of subsection (1) shall be determined solely by reference to that market, but if,

(*a*) there is more than one published market for that security in Canada; or

(*b*) there is no published market for that security in Canada,

the closing price shall be determined solely by reference to the published market within Canada, or that outside Canada, as the case may be, on which the greatest volume of trading in the particular security occurred during the ten business days preceding the date as of which the market price of that security is being determined. O. Reg. 478/79, s. 162 (1, 2).

(3) For the purposes of subsection 91 (1) of the Act, "market price" of a class of securities on a particular date is an amount 15 per cent in excess of the simple average of the closing price of securities of that class for each day on which there was a closing price and falling not more than ten business days before the relevant date. O. Reg. 190/80, s. 27.

(4) Notwithstanding that one or more published markets has existed in respect of a class of securities, for the purpose of determining market price, a published market shall be deemed not to exist in that class of securities at any particular date unless there has been a closing price for securities of that class determined in such market or markets on at least one of the ten business days preceding that date. O. Reg.

**164.**—(1) In this Part,

(*a*) "going private transaction" means an amalgamation, arrangement, consolidation or other transaction proposed to be carried out by an insider of an issuer as a consequence of which the interest of the holder of a participating security of the issuer in that security may be terminated without the consent of that holder and without the substitution therefor of an interest of equivalent value in a participating security of the issuer or of a successor to the business of that issuer or of another issuer that controls the issuer but does not include the acquisition of participating securities pursuant to a statutory right of acquisition;

(*b*) "participating security" means a security of the issuer that carries the right to participate in earnings to an unlimited degree including a security that by its terms is convertible into or exchangeable for or carries the right to purchase such a security;

(*c*) "valuation" means a valuation of an issuer or offeree company prepared by a qualified and independent valuer based upon techniques that are appropriate in the circumstances, after considering going concern or liquidation assumptions or both, together with other relevant assumptions that arrives at an opinion as to a value or range of values for the participating securities based upon such analysis without any downward adjustments to reflect the fact the participating securities do not form part of a controlling interest;

(*d*) "insider" has the meaning assigned to such term in paragraph 17 of subsection 1 (1) of the Act except that every reference therein to "reporting issuer" shall be deemed to be a reference to "issuer". O. Reg. 478/79, s. 163 (1); O. Reg. 190/80, s. 28.

(2) Except where the maker of a take-over bid or issuer bid lacks access to information enabling him to comply with this subsection, where it is anticipated in a take-over bid or issuer bid circular that a going private transaction will follow, the circular shall, subject to any variation consented to in writing by the Director, contain a summary of a valuation of the offeree company or of the issuer, as the case may be, together with a statement that a copy of the valuation will be sent upon request to any registered holder of the securities affected for a nominal charge sufficient to cover printing and postage.

(3) A valuation required by subsection (2) shall be filed with the Commission and shall be at a date not more than 120 days prior to the date of the take-over bid or issuer bid and shall contain appropriate adjustments for material intervening events, but if a valuation at a date more than 120 days prior to the date of such bid is available, it shall satisfy the requirements of this section if accompanied by a letter addressed to the holders of the securities affected confirming that the valuer has no reasonable ground to believe that any intervening event has materially affected the value or range of values determined in such valuation or, if there has been such an event, describing it and stating the resultant change in the value or range of values in the valuation.

(4) Upon application by an interested party, where the Director is of the opinion that disclosure of information required to be furnished to the holders of participating securities by subsection (2) would cause a detriment to the offeree company, the issuer or the security holders that would outweigh the benefit of the information to the prospective recipients, the Director may permit the omission of the information from such copies of the valuation. O. Reg. 478/79, s. 163 (2-4).

**165.** A take-over bid circular shall contain the information prescribed in Form 31. O. Reg. 478/79, s. 164.

**166.** A directors' circular shall contain the information prescribed in Form 32. O. Reg. 478/79, s. 165.

**167.** A director's circular and an officer's circular shall contain the information prescribed in Form 33. O. Reg. 478/79, s. 166.

**168.**—(1) An issuer bid circular shall contain the information prescribed in Form 34.

(2) Where the issuer bid is subject to section 52 of the Act, the information prescribed in Form 34 shall be included in the preliminary prospectus and prospectus required by that section.

(3) A notice of intention under clause 88 (3) (*d*) of the Act to make an issuer bid shall contain the information prescribed in Form 35. O. Reg. 478/79, s. 167.

**169.**—(1) The information contained in a circular or notice required under Part XIX of the Act shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(2) The order of items in the appropriate form need not be followed.

(3) Where practical and appropriate, information in a circular or notice shall be presented in tabular form.

(4) All amounts required in a circular or notice shall be stated in figures.

(5) Information required by more than one applicable item in the appropriate form need not be repeated.

(6) No statement need be made in response to any item in the appropriate form that is inapplicable and negative answers to any item may be omitted except where expressly required by the applicable form.

(7) Each circular or notice required under Part XIX of the Act shall provide full, true and plain disclosure of the matters required to be disclosed therein. O. Reg. 478/79, s. 168.

**170.** Every offeror shall file a copy of a take-over bid circular or issuer bid circular, as the case may be, and all supporting or supplementary material and any amendments or variations of the circular or the material. O. Reg. 478/79, s. 169.

**171.** Every board of directors of an offeree company shall file a copy of a directors' circular and all supporting or supplementary material and any amendments or variations of the circular or the material. O. Reg. 478/79, s. 170.

**172.** Every director or officer of an offeree company that recommends acceptance or rejection of a take-over bid shall file a copy of a director's or officer's circular and all supporting or supplementary material and any amendments or variation of the circular or the material. O. Reg. 478/79, s. 171.

**173.** The documents referred to in sections 170, 171 and 172 shall be filed in triplicate on the same respective dates that they are first sent to offerees. O. Reg. 478/79, s. 172.

**174.** Every issuer making an issuer bid to which clause 88 (3) (*d*) of the Act applies shall file a notice of intention to make an issuer bid and release it to the appropriate financial press and wire or other services at least five days prior to the date of the issuer bid. O. Reg. 478/79, s. 173.

**175.** Every take-over bid circular, issuer bid circular, director's circular and director's or officer's circular shall contain a statement of the rights provided by section 127 of the Act. O. Reg. 478/79, s. 174.

**Schedule 1**

## FEES

1. Every application for registration or renewal of registration as an underwriter or a dealer, other than a security issuer, or any combination of any of them shall be accompanied by a fee of,

(*a*) $250 where the principal place of business of the applicant or, where the applicant is a non-resident, the address for service of the applicant, in Ontario, is situated in The Municipality of Metropolitan Toronto; and

(*b*) $150 where the principal place of business of the applicant or, where the applicant is a non-resident, the address for service of the applicant, in Ontario, is situated outside The Municipality of Metropolitan Toronto.

2. Every application for registration or renewal of registration as a security issuer shall be accompanied by a fee of $200.

3. Every application by an individual for registration or renewal of registration as a salesman of a registered dealer or as a partner or officer of a registered dealer or a registered adviser shall be accompanied by a fee of $75 but there shall be no fee for any amendment to such registration.

4. Every application by an individual for registration or renewal of registration as an adviser shall be accompanied by a fee of $250.

5. Every application by a person, other than an individual, or company for registration or renewal of registration as an adviser shall be accompanied by a fee of $500.

6. Every application for reinstatement of registration as a salesman of a registered dealer shall be accompanied by a fee of $25.

7. Every application by a person or company for registration or renewal of registration as a dealer, adviser or underwriter shall be accompanied by an additional fee of $100 for each branch office of the person or company carrying on business in Ontario at the date of the application.

8. Every application for amendment of registration as a dealer, adviser or underwriter shall be accompanied by a fee of $50, except that where the amendment is to record the transfer of securities evidencing beneficial ownership of the applicant to, or the addition as an officer, director, or partner of the applicant of, a person or company registered prior to and at the date of the application, no fee is required.

9.—(1) In this item and in item 10, "distribution" includes "distribution to the public".

(2) A preliminary prospectus or *pro forma* prospectus, as the case may be, shall be accompanied by a fee equal to the aggregate of,

(*a*) the greater of one one-hundredth of 1 per cent of the total proceeds to be realized in Ontario from the distribution, or where the total proceeds to be realized in Ontario has not been determined, an estimate thereof satisfactory to the Director, and $250; and

(*b*) the greater of one-quarter of the fee determined under clause (*a*), and $125, for each class of securities in excess of one class.

(3) In addition to any other fee payable under subitem (2), where the issuer of the securities is a natural resource company, $25 shall be paid for each property of the issuer that is the subject of a report filed with the preliminary prospectus or *pro forma* prospectus, as the case may be.

10.—(1) For purposes of adjusting the fee payable upon a distribution, every issuer or security holder who distributes, or on whose behalf are distributed, securities in Ontario by a prospectus shall file forthwith after the cessation of the distribution, a notice of the total proceeds realized in Ontario from the distribution under the prospectus.

(2) Where the fee paid under item 9 was based on an estimate,

(*a*) the notice shall be accompanied by an amount equal to the excess, if any, that would be payable were the total proceeds realized in Ontario from the distribution used in making the calculation under item 9 instead of an estimate; or

(*b*) upon receipt of the notice and a request, the Director shall recommend a refund of the excess, if any of the fee originally paid under item 9 over the fee that would have been payable were the total proceeds realized in Ontario from the distribution used in making the calculation under item 9, instead of an estimate.

11.—(1) Every amendment to a prospectus shall be accompanied by a fee of $25.

(2) Where an amendment to a prospectus is accompanied by a report upon a property or an amended financial statement, the amendment shall be accompanied by an additional fee of $25 for each property and each financial statement reported upon.

12. Every application for recognition as an exempt purchaser or renewal of recognition as an exempt purchaser shall be accompanied by a fee of $100.

13. Every prospecting syndicate agreement filed shall be accompanied by a fee of $100.

14. The fee for an examination by a person appointed under section 18 of the Act of,

(*a*) the financial affairs of a registrant or a reporting issuer; or

(*b*) the books and records of a custodian of assets of a mutual fund or of a custodian of shares or units of a mutual fund under a custodial agreement or other arrangement with a person or company engaged in the distribution of shares or units of the mutual fund,

may be up to $250 per day per person.

15. Every notice to the Commission under paragraph 14 of subsection 34 (1) of the Act shall be accompanied by a fee equal to the greater of $100 and one one-hundredth of 1 per cent of an estimate, satisfactory to the Commission, of the total proceeds to be realized in Ontario from the distribution of the securities to which the notice relates.

16. Every notice to the Commission under subsection 8 (2) of the Act shall be accompanied by a fee of $10.

17.—(1) Every application to the Commission under section 73 of the Act shall be accompanied by a fee of $50.

(2) Every application to the Commission under section 73 of the Act shall be accompanied by a fee of $25 for each supplementary application that it includes.

18.—(1) Subject to sub-item (2), every application to the Commission under section 79 or 117 of the Act shall be accompanied by a fee of $50.

(2) There shall be no fee for an application to the Commission by an inactive reporting issuer for an order under subclause 79 (*b*) (iii) of the Act.

19. Every application to the Commission under any section of the Act or this Regulation not otherwise provided for in this Schedule shall be accompanied by a fee of $100.

20. Where a statement referred to in section 136 of the Act is certified for a person or company by the Commission or a member of the Commission or the Director, the fee is $10 plus 50 cents per page photocopied where the statement includes photocopies of documents required to be made available for public inspection in the offices of the Commission.

21. Where a decision, document, record or thing referred to in section 10 of the Act is certified for a person or company the fee is $10 plus 50 cents per page photocopied for the purpose of the certificate.

22. The fee for examining material required to be made available for public inspection in the offices of the Commission is $2 per search.

23. The fee for photocopying is 50 cents per page photocopied where the Commission makes the photocopy on behalf of a person or company and is 25 cents per page where the person or company makes the photocopy.

24. Every document filed under the Act or this Regulation, other than a document referred to in,

(*a*) this Schedule;

(*b*) Part XVII, XVIII, XIX or XX of the Act; or

(*c*) any provision of this Regulation relating to Part XVII, XVIII, XIX or XX of the Act,

shall be accompanied by a fee of $10.

O. Reg. 478/79, Sched. 1.

FORM 1

*Securities Act*

SUMMONS TO A WITNESS BEFORE A PERSON APPOINTED UNDER SECTION .... OF THE ACT

RE: .....

TO: .....

You are hereby summoned and required to attend before me at an examination to be held at..... in the ..... of ..... on .....day the ..... day of .....19... at the hour of ..... o'clock in the .....noon (local time), and so from day to day until the examination is concluded to give evidence on oath in connection with an investigation ordered by..... and to bring with you and produce at such time and place .....

Dated this ..... day of ..... 19....

ONTARIO SECURITIES COMMISSION

(Signature)

Name

Title

NOTE:

You are entitled to be paid the same personal allowances for your attendance at the examination as are paid for the attendance of a witness summoned to attend before the Supreme Court. You are entitled to be represented by counsel when you attend for your examination.

If you fail to attend and give evidence at the examination, or to produce the documents or things specified at the time and place specified, without lawful excuse, you are liable to punishment by the Supreme Court in the same manner as if for contempt of that court for disobedience to a subpoena.

O. Reg. 478/79, Form 1.

FORM 2

*Securities Act*

AFFIDAVIT OF SERVICE

Province of Ontario ) IN THE MATTER OF THE SECURITIES ACT
.....of..... )
) AND
) IN THE MATTER OF .....
) .....

I, .....

of the ..... of ..... in the .....

of ....., make oath and say that:

1. I did on the ..... day of ....., 19...

personally serve ..... at about .....

with a true copy of the summons annexed

hereto by delivering the same to and leaving the same with .....

..... at the ..... of .....,

in the ..... of .....

2. I did at the same time and place produce and

pay the sum of ..... Dollars conduct money.

3. To effect such service I necessarily travelled

..... miles.

SWORN before me at the ..... )
)
of ..... in the ..... )
) .....
of ....., this ..... ) (signature)
)
day of ....., 19..... )

A Commissioner, etc.

O. Reg. 478/79, Form 2.

FORM 3

*Securities Act*

APPLICATION FOR REGISTRATION AS DEALER, ADVISER OR UNDERWRITER

NOTE: Should any space be insufficient for your answers, a statement may be attached and marked as an exhibit cross-referencing each statement to the item to which it pertains provided it is initialled by the applicant and the Commissioner taking the affidavit.

Application is made for registration under the SECURITIES ACT _____

(NOTE: Refer to sections 86 and 87 of the Regulation to confirm the appropriate category of registration.)

in the category of _____

1. (a) Name of Applicant _____

(b) Head Office Business Address

_____

_____

Telephone No: _____ Postal Code_____

(c) Address for service in Ontario _____

_____

Telephone No: _____ Postal Code_____

2. The applicant maintains accounts at the following bank(s):

(State bank and branches through which business is transacted)

_____

_____

3. Is applicant applying for registration of any branch offices ? _____

If so, state addresses:

_____

_____

Instruction: Answer "Yes" or "No" to the following questions. If "Yes" give particulars.

4. Has the applicant, or to the best of the applicant's information and belief has any affiliate of the applicant,

   (a) been registered in any capacity under any Securities Act of Ontario? _____

   _____

   (b) applied for registration, in any capacity, under any Securities Act of Ontario ? _____

   _____

5. Is the applicant, or to the best of the applicant's information and belief is any affiliate of the applicant, now, or has any such person or company been,

   (a) registered or licensed in any capacity in any other province, state or country which requires registration or licensing to deal or trade in securities ?_____

   _____

   (b) registered or licensed in any other capacity in Ontario or any other province, state or country under any legislation which requires registration or licensing to deal with the public in any capacity ?(e.g. as an insurance agent, real estate agent, used car dealer, mortgage broker, etc.)_____

   _____

   (c) refused registration or a licence mentioned in 5(a) or (b) above or has any registration or licence been suspended or cancelled in any category mentioned in 5(a) or (b) above ?

   _____

   (d) denied the benefit of any exemption from registration provided by any Securities Act of Ontario, or similar exemption provided by securities acts or regulations of any other province, state or country ? _____

   _____

6. Is the applicant, or to the best of the applicant's information and belief is any affiliate of the applicant, now, or has any such person or company been,

(a) a member of any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in any province, state or country?

_____

(b) refused membership in any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in any province, state or country?

_____

(c) suspended as a member of any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in any province, state or country?

_____

7. Has the applicant, or to the best of the applicant's information and belief has any affiliate of the applicant, operated under, or carried on business under, any name other than the name shown in this application?

_____

_____

8. Has the applicant, or to the best of the applicant's information and belief, has any affiliate of the applicant

(a) ever been convicted under the law of any province, state or country, excepting minor traffic violations?

_____

Is there currently an outstanding charge or indictment against the applicant or affiliate?_____

Instruction: Question 8(a) refers to all laws, e.g. Criminal Immigration, Customs, Liquor, etc. of any province, state or country in any part of the world.

(b) ever been the defendant or respondent in any proceedings in any civil court in any jurisdiction in any part of the world wherein fraud was alleged?_____

(c) at any time declared bankruptcy, or made a voluntary assignment in bankruptcy? (If "Yes", give particulars and also attach a certified copy of discharge).

_____

(d) ever been refused a fidelity bond? _____

---

9. Set out in the space provided, the name of the applicant, or the name of and position held by each officer or partner of the applicant seeking or holding registration. NOTE: an underwriter may not trade with the public.

| Names of persons who will act (Give full given Names) | Office Held | Names of persons who will act (Give full given Names) | Office Held |
|---|---|---|---|
| 1. | | 5. | |
| 2. | | 6. | |
| 3. | | 7. | |
| 4. | | 8. | |

10. Attach and mark as an exhibit:

(a) a completed Form 4 for each partner or officer of the applicant seeking or holding registration, unless the information required by Form 4 has previously been filed by such person and remains unchanged; and

(b) for each person or company who is a partner, officer or director of the applicant and not referred to in clause (a), the information required by Form 4 excluding questions 4, 7 and 10 and Part D thereof unless such information has previously been filed with the Commission and remains unchanged.

(c) In the case of applicants for registration as investment counsel only, a letter from each person who, on behalf of the applicant will give investment advice, outlining directly related experience of such person so as to justify designation by the Director of such person to so act.

11. A - Capitalization of a Company:

Other than a Security Issuer, complete below or attach marked as an exhibit to the application a statement containing the information called for below, to provide information with respect to the financial structure and control of the applicant company.

(a) The authorized and issued capital of the company, stating:

| | Preferred Shares (State number of shares and dollar value) | Common Shares (State number of shares and dollar value) |
|---|---|---|
| | Shares<br>$ | Shares<br>$ |
| (1) authorized capital | | |
| (2) issued | | |
| (3) total dollar value of other securities: | | |
| (i) Bonds | | |
| (ii) Debentures | | |
| (iii) Any other loans, state source and maturity dates | | |
| | $ | $ |
| TOTAL | $ | |

(b) The names, addresses and usual place of residence of registered, and direct, and indirect, beneficial owners of each class of security or obligation issued, and, if a trust is the beneficial owner, the names, addresses and usual place of residence of each person or company having a beneficial interest in the trust, and the nature and extent of the holdings and percentage of interest attributable to each security holder, lender or cestui que trust (beneficiary).

(c) State name and address of every depository holding any of the assets of the company:

Instruction: Answer "Yes" or "No" to the following questions. If "Yes" give particulars.

(d) Has any person or company undertaken to act as a guarantor in relation to the financial or other undertakings of the applicant?

_____

(e) Has a subordination agreement been executed by the creditor(s) in relation to loans owing by the applicant?

_____

(f) Is there any person or company whose name is not disclosed in the statement called for by (b) above who has any direct or indirect interest in the applicant, either beneficially or otherwise?

B - Capitalization of a Partnership or Proprietorship:

Attach, marked as an exhibit to the application, a statement containing the information called for below with respect to the assets of the partnership or proprietorship, and demonstrate therein the degree of control (voting power) of each of the participants in the applicant.

(a) Amount of paid-in capital $_____

(b) Description of the assets:

(c) State name and address of every depository holding any of the assets:

(d) Source, amount and maturity date of any obligations owing by the partnership, if any:
(Where applicable, give names and addresses of creditors).

Instruction: Answer "Yes" or "No" to the following questions. If "Yes" give particulars.

(e) Has any person or company undertaken to act as a guarantor in relation to the financial or other undertakings of applicant ? _____

_____

(f) Has a subordination agreement been executed by the creditor(s) in relation to loans owing by the applicant?

_____

(g) Is there any person or company whose name is not disclosed above who has any interest in the applicant, either beneficially or otherwise ?

_____

_____

DATED at _____ _____
(name of applicant)

this_____day of_____19___ By_____
(signature of applicant, partner or officer)

_____
(official capacity)

AFFIDAVIT

IN THE MATTER OF THE SECURITIES ACT

Province of Ontario )
)
_____of_____ )
)
To Wit: )

I,_____
(name in full)
of the _____
in the County of_____

_____

MAKE OATH AND SAY:

1. I am the applicant (or a partner or officer of the applicant) herein for registration and I signed the application.

2. The statements of fact made in the application are true.

SWORN before me at the _____)
)
in the_____ of _____)
)
this_____day of_____)
)
19____ )

_____
(Signature)

_____
(A Commissioner, etc.)

IT IS AN OFFENCE UNDER THE SECURITIES ACT TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IF A MISREPRESENTATION.

O. Reg. 478/79, Form 3.

FORM 4

*Securities Act*

UNIFORM APPLICATION FOR REGISTRATION/APPROVAL

General Instructions For Preparing And
Filing Uniform Application For Registration/Approval

1. This form is to be used by every individual seeking registration or approval from a Canadian Securities Commission and/or a self-regulatory body, or submitting an application for approval and authorization as an officer or director of a broker or of an adviser with a Canadian Securities Commission.

2. This form must also be used by any individual submitting an application for registration as a dealer or as a broker with a Canadian Securities Commission.

3. All applicable questions must be answered. Failure to do so may cause delays in the processing of the application form.

4. This form and all attachments added thereto must be typewritten. Any form or attachment completed by any other means may be considered not properly filed.

5. All attachments pertaining to any question must be made exhibits to the form and each one must be so marked. All signatures must be originals; mechanical reproductions or photocopies of signatures will not be accepted. The Commissioner of Oaths before whom the application is sworn, as well as the applicant, is required to initial all attachments.

6. In completing the application, applicants should seek advice from an authorized officer of the sponsoring firm or from a legal adviser, if necessary.

7. One copy of the form shall be forwarded to the applicable Canadian Securities Commission. Members of the Investment Dealers Association of Canada and of the Montreal, Toronto and Vancouver Stock Exchanges are required to file two signed copies of the application form with the self-regulatory body having audit jurisdiction over them.

FOR INTERNAL USE ONLY

| Confirmation of question 7 | Other Confirmation |
|---|---|
| Application approved by | Date |

PART A

1. APPLICANT:

| Surname Given Names | Social insurance number |
|---|---|
| Residential address (including postal code) | Telephone: Area Code: |
| Address for service in province of filing | |
| Present position in the firm | Commenced employment on Day Month Year |

2. FIRM:

| Name | Telephone: Area Code: |
|---|---|
| Address where applicant will be working (street, city, province, postal code) | |

3. TYPE OF REGISTRATION OR APPROVAL REQUESTED:
INSTRUCTION: Check ALL applicable boxes to define the registration or approval requested. The "Types of Registration or Approval Requested" have the meaning attributed to them in each applicable securities act or regulation and in by-laws, rules and regulations of stock exchanges, the Investment Dealers Association of Canada and other bodies. Full registration means that the applicant will be permitted to trade in all types of securities in accordance with any regulations, rules or by-laws. Applicants filing for restricted registration should file under OTHER, specifying the nature of the restricted registration applied for.

CHECK APPLICABLE BOXES

| REGISTERED REPRESENTATIVE OR SALESMAN REGISTRATION: | OTHERS |
|---|---|
| ☐ Full Registration | ☐ Industry Shareholder |
| ☐ Floor Trader | ☐ Non-Industry Shareholder |
| ☐ Desk Clerk | ☐ Partner |
| ☐ Mutual Funds | ☐ Director |
| ☐ Commodity Futures | ☐ Officer (title)_____ |
| ☐ Individual Member | ☐ Branch Manager |
| ☐ Scholarship plans | ☐ Director, shareholder or officer of approved affiliated company |
| ☐ Other (specify)_____ | ☐ Other_____ |

4. APPLYING FOR REGISTRATION/APPROVAL FROM THE FOLLOWING:

Instruction: Check all appropriate boxes to indicate the Canadian securities commissions or self-regulatory bodies with which the applicant is seeking registration or approval.

SECURITIES COMMISSIONS OR SIMILAR AUTHORITIES

| | | | |
|---|---|---|---|
| ☐ Alberta | ☐ New Brunswick | ☐ Nova Scotia | ☐ Quebec |
| ☐ British Columbia | ☐ Newfoundland | ☐ Ontario | ☐ Saskatchewan |
| ☐ Manitoba | ☐ Northwest Territories | ☐ Prince Edward Island | ☐ Yukon Territory |

SELF-REGULATORY BODIES

| | |
|---|---|
| ☐ Alberta Stock Exchange | ☐ Vancouver Stock Exchange |
| ☐ Broker Dealers' Association of Ontario | ☐ Winnipeg Commodity Exchange |
| ☐ Investment Dealers' Association of Canada | ☐ Winnipeg Stock Exchange |
| ☐ Montreal Stock Exchange | ☐ Other (specify)_____ |
| ☐ Toronto Stock Exchange | |

PART B

5. PERSONAL DESCRIPTION OF APPLICANT

| Date of Birth Day Month Year | Place of Birth: City | Province | Country | Citizenship | Sex |
|---|---|---|---|---|---|
| | | | | | |

| Height | Weight | Colour of eyes | Colour of hair | Complexion | Visible Distinguishing Marks | Marital Status |
|---|---|---|---|---|---|---|
| | | | | | | |

| Number of years of continuous residence in Canada | If foreign born, date & port of entry | Passport | | | |
|---|---|---|---|---|---|
| | | Country | Place of issue | Date of issue | Number |
| | | | | | |

| If married, give nature of employment of spouse: |
|---|
| |

6. PHOTOGRAPH:

Instruction: Attach hereto two copies of a black and white photograph, full face, showing a true likeness of the applicant as the applicant now appears and taken within the last 6 months; they must measure 2″ × 2″ and bear on the back the date on which the photograph was taken and for identification purposes, the signature of the applicant and that of the Commissioner for Oaths or that of an officer, director, partner or branch manager of the sponsoring firm.

7. EDUCATION:

**INSTRUCTION:** State the last school attended in each level.

A)

| | Degree or Diploma | Date Obtained |
|---|---|---|
| High School or Secondary level | | |
| Post-Secondary, College or CEGEP | | |
| University | | |
| Professional Education | | |
| Other | | |

| Have you successfully completed: | Yes | No | Exempt* | Date Completed |
|---|---|---|---|---|
| Canadian Securities Course | ☐ | ☐ | ☐ | |
| Examination based on Manual for Registered Representatives | ☐ | ☐ | ☐ | |
| Partners/Directors/Officers Qualifying Examination | ☐ | ☐ | ☐ | |
| Qualifying Examination for Shareholders | ☐ | ☐ | ☐ | |
| Canadian Investment Finance (course 2) | ☐ | ☐ | ☐ | |
| Part I | ☐ | ☐ | ☐ | |
| Part II | ☐ | ☐ | ☐ | |
| F.C.S.I. | ☐ | ☐ | ☐ | |
| Chartered Financial Analyst Course | ☐ | ☐ | ☐ | |
| Qualifying Examination for Registered Options Principal | ☐ | ☐ | ☐ | |
| Canadian Options Course | ☐ | ☐ | ☐ | |
| Canadian Mutual Funds Course | ☐ | ☐ | ☐ | |
| National Commodity Futures Examination | ☐ | ☐ | ☐ | |
| Canadian Commodity Futures Examination | ☐ | ☐ | ☐ | |
| Commodity Supervisors' Examination | ☐ | ☐ | ☐ | |
| Other (specify) _____ | ☐ | | | |
| _____ | ☐ | | | |

*If you have been granted exemption, attach full particulars.

B) Have you ever applied for and been refused exemption from any of the above listed examinations? (If so, give particulars here or as an attachment). _____

8. EMPLOYMENT HISTORY:

Instruction: Applicants filing with the Investment Dealers' Association of Canada, Montreal Stock Exchange, The Toronto Stock Exchange or Vancouver Stock Exchange must give complete history of any employment with a member of any of the four bodies or any other referred to in Question 14A.

A)

The following information constitutes full disclosure of your business activities, including any periods of self-employment and unemployment, for 15 years immediately prior to the date of this application.

| Name and address of employer | Name and title of immediate superior | Nature of employment and duties of applicant | Reasons for Leaving | FROM mo. | yr. | TO mo. | yr |
|---|---|---|---|---|---|---|---|
| PRESENT: | | | | | | | |
| PREVIOUS: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B) Have you ever been discharged by an employer for cause? (If so, give particulars here or as an attachment).

_____

_____

9. RESIDENTIAL HISTORY: (give all home addresses for the past 15 years)

| Include street, city, province & postal code | FROM mo. | FROM yr. | TO mo. | TO yr. |
|---|---|---|---|---|
| PRESENT: | | | | |
| PREVIOUS: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

10. REFERENCES:

Give at least three names as references, excluding relatives and persons associated with the sponsoring firm. References must include a bank or trust company (give account number) and, where seeking registration or approval from a stock exchange or the Investment Dealers Association, must include at least one individual associated with the Canadian securities industry.

| Name | Firm Name | Business Address & Telephone (area code) | Occupation |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Account No. _____

PART C

ANSWER "YES" OR "NO" TO EACH OF THE FOLLOWING QUESTIONS.
IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES",
COMPLETE DETAILS MUST BE ATTACHED BY WAY OF EXHIBIT.

11. CHANGE OF NAME:

Instruction: Name changes resulting from marriage, divorce, court order or any other process should be listed here giving appropriate dates.

Have you ever had, used, operated under, or carried on business under any name other than the name mentioned in Question 1 of this form, or have you ever been known under any other name?

_____

_____

12. PRIOR REGISTRATION OR LICENSING:

A) Are you now or have you ever been registered or licensed, or applied for registration or a licence in any capacity under any act or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?
List all authorities with whom you were registered and the dates of registration. State whether the registration is currently in effect.

_____

_____

B) Are you now, or have you ever been a partner, shareholder, director or officer of any company or partnership which has been registered or licensed, or is now registered or licensed (except as an issuer if you are or have been solely a shareholder) in any capacity under any act or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?

_____

C) Are you now or have you ever been registered or licensed, or applied for registration or a licence, under any legislation which requires registration or licensing to deal with the public, in any capacity other than trading in securities, commodities or commodity futures in any province, territory, state or country?

_____

QUESTIONS 13 TO 18

Instruction: In answering Questions 13 to 18, and particularly Question 15, you may need assistance from an authorized officer of the sponsoring firm or from a legal adviser. Full details are required as attachments in respect of any question to which the applicant answers "yes". These details must include the circumstances, the relevant dates, the names of the parties involved and the final determination if known.

13. REFUSAL, SUSPENSION, CANCELLATION OR DISCIPLINARY MEASURE

A) Have you ever been refused registration or a licence, or has your registration or licence been suspended or cancelled, under any act or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?

B) Are you now or have you ever been a partner, shareholder, director or officer of a company or a partnership which has, during the time of your association with it, been refused registration (except a registration as an issuer if you are or have been solely a shareholder) or a licence, or whose registration has been suspended or cancelled under any act, or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?

C) Have you ever been refused registration or a licence, or has your registration or licence been suspended or cancelled, under any legislation which requires registration or licensing to deal with the public in any capacity other than trading in securities, commodities or commodity futures contracts in any province, territory, state or country?

D) Have you been denied the benefit of any exemption from registration or licensing provided by any act or regulation thereof regulating trading in securities, commodities or any commodity futures contracts of any province, territory, state or country?

E) Has any prior or actual registration or licensing to deal or trade in securities, commodities or commodity futures contracts held by you or any partnership or company of which you were at the time of such event a partner, officer or director or holder of more than 5 per cent of the voting shares ever been the subject of discipline undertaken by any authority regulating or supervising trading in securities, commodities, or commodity futures contracts?

14. SELF-REGULATORY BODIES:

Have you or has any partnership or company of which you are or were at the time of such event a partner, director, officer or holder of more than 5% of the voting shares:

A) Ever been a member of any stock exchange, commodities exchange, commodity futures exchange, association of investment dealers, investment bankers, brokers, broker-dealers, mutual fund dealers, commodity futures dealers, investment counsel, other professional association or any similar organization in any province, territory, state or country?

_____

B) Ever been refused registration or licensing or approval for membership or approval in any other capacity by/in any of the institutions or associations described in Question 14A?

_____

C) Ever been the subject of discipline undertaken by any authority as described in Question 14A?

_____

15. OFFENCES UNDER THE LAW

INSTRUCTIONS: Offences under such federal statutes as the *Income Tax Act* (Canada) and the *Immigration Act* (Canada) constitute criminal offences and must be disclosed when answering this question. It should also be noted that convictions for impaired driving are *Criminal Code* (Canada) matters and must be disclosed.

If a pardon under the *Criminal Records Act* (Canada) has been formally requested and you have received formal written notice that such pardon has been granted and it has not been revoked, you are not obliged to disclose any such pardoned offence. Under such circumstances, the appropriate response would be: "Yes, pardon granted on (date)".

If you are in doubt as to previous dealings you have had with law enforcement agencies and the applicability of this question with respect to such encounters, you should obtain the advice of an authorized officer of your sponsor or a legal advisor (see General Instruction #6).

A) Past Convictions Involving Securities or Commodities -

Have you ever been convicted under any law of any province, territory, state or country of any offence relating to trading in securities, commodities or commodity futures contracts or with the theft of securities, or with any related offence, or been a party to any proceedings taken on account of fraud arising out of any trade in or advice respecting securities?

_____

B) Past Convictions Involving Other Criminal Offences or Contraventions -

Have you ever been convicted under any law of any province, territory, state or country for contraventions or other criminal offences not noted in A. above?

_____

C) Current Charges or Indictments -

Are you currently the subject of a charge or indictment, under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in A. or B. above (see also instructions above)?

_____

D) Partnership or Company Convictions or Current Charges or Indictments -

Has any partnership or company of which you are or were at the time of such event a partner, officer, director or a shareholder of more than 5% of the voting shares, ever been convicted, or is any such partnership or company currently the subject of a charge or indictment, under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in A. or B. above (see also instructions above)?

_____

16. CIVIL PROCEEDINGS

A) Have you, or has any partnership or company of which you are or were at the time of such event a partner, officer, director or holder of more than 5% of the voting shares, ever been convicted of committing, or otherwise found to have committed, fraud or similar conduct?

_____

B) Are there any proceedings now pending under any law of any province, territory, state or country:

1. Against you?

2. Against any partnership or company of which you are or were at the time such proceedings were commenced a partner, officer, director or holder of more than 5% of the voting shares?

_____

17. BANKRUPTCY

A) Have you ever been declared bankrupt, made a voluntary assignment in bankruptcy, made a compromise or agreement with your creditors or gone out of business leaving debts outstanding, or produced a declaration under the Quebec Voluntary Deposit of Salary Wages Law or has a receiver or a receiver and manager appointed by or at the request of your creditors ever assumed control of your assets?

_____

If so, have you been discharged? (Attach a copy of the discharge).

_____

B) Has any partnership or company of which you are or have ever been a partner, director, officer or holder of more than 5% of the voting shares ever been declared bankrupt or made a voluntary assignment in bankruptcy, or had control of its assets assumed by a receiver or receiver and manager appointed by or at the request of its creditors?

_____

18. JUDGMENT OR GARNISHMENT

Has any judgment or garnishment ever been rendered against you or is any judgment or garnishment outstanding against you, in any civil court in any province, state or country for damages or other relief in respect of a fraud or for any reason whatsoever?

19. SURETY BOND OR FIDELITY BOND

A) Have you ever applied for a surety bond or fidelity bond and been refused?

_____

If so, give name and address of bonding company, and when and why the bond was refused.

_____

_____

B) Are you presently bonded?

_____

20. BUSINESS ACTIVITIES

A) Will you be actively engaged in the business of the firm with which you are now applying and devote the major portion of your time thereto?

_____

B) Are you engaged in any other business or have you any other employment for gain except your occupation with the firm with which you are now applying?

_____

If so, attach full details including the full name and address of the business, the nature of the business, your title or position and the amount of time you devote to the business.

C) Are you a partner, director, officer, shareholder or other contributor of capital of a partnership or a company having as its principal business that of a broker, dealer or adviser in securities, commodities or commodity futures other than the firm with which you are now applying?

PART D

Instruction: IF APPLYING AS DIRECTOR OR PARTNER, PLEASE REPLY TO QUESTIONS 21 TO 26 INCLUSIVE. IF APPLYING AS SHAREHOLDER, PLEASE REPLY TO QUESTIONS 22 TO 26 INCLUSIVE.

21. Where applicable, have you met or will you, upon approval, meet the financial requirements of the self-regulatory bodies as prescribed by their respective rules or by-laws. (i.e. an investment equaling the lesser of $10,000 or 5% of the sum of the aggregate book value of all partnership assets or of all shares, plus the amount of all outstanding subordinated loans of the firm).

22. A) State the number, value, class and percentage of shares or the amount of partnership interest you own or propose to acquire upon approval. If acquiring shares upon approval, state source, i.e. treasury shares, or if upon transfer, state name of transferor.

B) State the value of subordinated debentures or bonds of the firm to be held by you or any other subordinated loan to be made by you to the firm.

23. Are you or will you upon approval be the beneficial owner of the shares, bonds, debentures, partnership interest or other notes held by you? If no, state name, residential address and occupation of the beneficial owner.

24. State the source of the funds you propose to invest in the firm. Give full particulars.

25. Are the funds to be invested (or proposed to be invested) guaranteed directly or indirectly by any person, partnership or company? If so, give full particulars.

_____

_____

26. Have you either directly or indirectly given up any rights with respect to such shares or amount of such partnership interest, or do you, upon approval of this application, intend to give up any rights, including any hypothecation, pledging or deposit as collateral of the shares or amount of partnership interest with any bank, other institution or other person? If so, give full particulars.

_____

_____

CAUTION

FILING OF ANY FALSE INFORMATION OR FAILURE TO DISCLOSE FULL INFORMATION REQUIRED BY OR ON THIS APPLICATION MAY RESULT IN ITS REJECTION OR IN DISCIPLINARY ACTION TAKEN AGAINST THE APPLICANT AND/OR THE SPONSORING FIRM WITHIN THE PROVISIONS OF THE SECURITIES LEGISLATION, REGULATIONS AND POLICY STATEMENTS OF THE SECURITIES REGULATORY AUTHORITIES AND WITHIN THE TERMS OF THE BY-LAWS, RULINGS, RULES AND/OR REGULATIONS OF ANY ONE OF THE SELF-REGULATORY BODIES TO WHICH THIS APPLICATION IS SUBMITTED, OR MAY RESULT IN A REFUSAL TO REGISTER THE APPLICANT.

I ACKNOWLEDGE THAT THIS IS NOTICE THAT, AND CONSENT THAT ANY OF THE SELF-REGULATORY BODIES IN ITS OR THEIR OWN DISCRETION MAY OBTAIN ANY INFORMATION WHATSOEVER (WHICH MAY INCLUDE PERSONAL, CREDIT OR OTHER INFORMATION) FROM ANY SOURCE, AND MORE SPECIFICALLY FROM AN INVESTIGATIVE AGENCY OR A RETAIL CREDIT AGENCY AS PERMITTED BY LAW IN ANY JURISDICTION IN CANADA OR ELSEWHERE.

_____ _____

Date Signature of Applicant

ALL ATTACHMENTS MUST BE INITIALLED BY THE APPLICANT AND BY THE COMMISSIONER FOR OATHS. ALL SIGNATURES MUST BE ORIGINALS.

CERTIFICATE AND AGREEMENT OF APPLICANT AND SPONSORING FIRM
(to be completed in the case of an application for registration or approval by a self-regulatory body)

The undersigned hereby certify that the foregoing statements are true and correct to the best of our knowledge, information and belief and hereby undertake to notify the self-regulatory body in writing of any material change therein within the delay prescribed by any by-law or rule of the respective self-regulatory bodies.

We agree that we are conversant with the by-laws, rulings, rules and regulations of the self-regulatory bodies listed in question 4.

We agree to be bound by and to observe and comply with them as they are from time to time amended or supplemented, and we agree to keep ourselves fully informed about them as so amended and supplemented. We submit to the jurisdiction of the self-regulatory bodies and, wherever applicable, the Governors, Directors and committees thereof, and we agree that any approval granted pursuant to this application may be revoked, terminated or suspended at any time in accordance with the then applicable by-laws, rulings, rules and regulations. In the event of any such revocation or termination, the undersigned applicant agrees forthwith to terminate his association with the undersigned sponsoring firm and thereafter not to accept employment with or perform services of any kind for any member or member house of the self-regulatory bodies or any approved affiliated company or other affiliate of any such member or member house, in each case if and to the extent provided in the then applicable by-laws, rulings, rules and regulations of the self-regulatory bodies. Our obligations above are joint and several.

We agree to the transfer of this application form, without amendment, to another of the self-regulatory bodies listed in Question 4 of this application form in the event that at some time in the future the undersigned applicant applies to such other self-regulatory body.

Dated at_____this _____day of_____19__

_____ _____
(Signature of Applicant) (Name of Sponsoring Firm)

By _____
(Partner or Authorized Officer)

AFFIDAVIT

I, the undersigned_____(Name in Full)having been duly sworn do depose and say:

1. I am_____(Name in Full)the applicant herein for registration/approval;

2. I have read and understand the questions in this application form as well as the answers made by myself thereto and the Caution set out in this application and I agree that statements of fact made therein and in the attachments, if any, are true.

And I have signed

_____(Signature of Deponent)

Sworn before me_____(Commissioner for Oaths, etc.)at the city of_____

Province_____this___day of_____19___

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IS A MISREPRESENTATION.

CERTIFICATE OF THE SPONSORING FIRM

I, on behalf of_____hereby certify

that_____who is applying for the registration or approval mentioned above (Question 3) will be engaged as such if the registration or approval sought is granted.

I certify that I have discussed the question set out in this application with the applicant, in particular question 15, or where the applicant has applied through one of our branch offices the branch manager or another officer has so done and I am satisfied that the applicant fully understands the questions.

I further certify that, to the best of my knowledge, the applicant has answered the questions correctly.

Dated at_____this_____day of_____19____

By_____for_____

(signature of authorized officer or partner of the firm) (Name of Firm)

For purposes of the applicable Securities Act, upon approval the code or symbol for identification of the applicant in a confirmation will be_____

O. Reg. 478/79, Form 4; O. Reg. 602/79, s. 6; O. Reg. 190/80, s. 29.

FORM 5

*Securities Act*

APPLICATION FOR RENEWAL OF REGISTRATION AS DEALER, ADVISER OR UNDERWRITER

Note: This form is not to be used for the reporting of amendments.

Application is made for renewal of registration under the *Securities Act* as_____

in the category of _____

(NOTE: Refer to sections 86 and 87 of the Regulation to confirm the appropriate category of registration.)

1. Name of Applicant_____

2. Head Office Business Address _____

_____

Telephone No._____ Postal Code_____

3. Attached as an exhibit is a statement giving the full particulars of all changes in the information given in my last application for registration under the *Securities Act* particulars of which have not been filed previously as an application for amendment or renewal of registration.

Dated at _____

this_____day of_____

19____

_____
(Name of applicant)

By_____
(Signature of applicant, partner or officer)

_____
(Official Capacity)

AFFIDAVIT

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario

I_____
(name in full)

_____of_____

of the_____

in the_____of_____

MAKE OATH AND SAY:

1. I am the applicant (or a partner or officer of the applicant) herein for renewal of registration and I signed the application for renewal of registration.

2. The statements of fact made in the application for renewal of registration are true.

SWORN before me at the_____)
)
in the_____of_____)
)
this_____day of_____) _____
) (signature)
19___ )
)
_____)
(A Commissioner, etc.)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 5.

FORM 6

*Securities Act*

APPLICATION FOR RENEWAL OF REGISTRATION AS SALESMAN

NOTE: Should any space be insufficient for your answer, a statement may be attached and marked as an exhibit cross-referencing each statement to the item to which it pertains provided it is initialled by the applicant and the Commissioner taking the affidavit.

Application is made for renewal of registration under the *Securities Act* as a salesman_____

1. (a) Name of registered dealer _____

_____

(b) Name of Applicant in full _____

_____

(c) Residence Address _____

_____

Telephone No._____ Postal Code_____

2. Attach a statement giving the full particulars of all changes in the information previously given in the last application for registration or for renewal of registration filed with the Commission.

3. If no photograph of applicant supplied within the last 5 years, attach two copies, full face, size 2x2 inches signed on the reverse side by the applicant and on behalf of the registered dealer or registered adviser in the manner prescribed by section 144 of the Regulation.

Dated at_____this_____day of_____19____

_____
(Signature of the applicant)

AFFIDAVIT

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario ) I, _____
) (name in full)
)
_____of_____) of the_____
)
) in the_____
)
TO WIT: ) MAKE OATH AND SAY:

1. I am the applicant herein for renewal of registration and I signed the application.

2. The statements of fact made in the application are true.

SWORN before me at the_____)
)
in the_____of_____)
)
this____day of _____19___)
)
_____) _____
(A Commissioner, etc.) ) (signature)

---

REQUEST OF EMPLOYER

(To be completed in support of every application made for renewal of registration as a salesman)

The undersigned employer hereby requests that the registration of the above applicant be renewed.

Dated at_____ _____
(Name of Dealer)

this___day of_____19___

By_____
(Signature of proprietor, partner or officer)

_____
(official capacity)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 6.

FORM 7

*Securities Act*

APPLICATION FOR AMENDMENT OF REGISTRATION AS DEALER, ADVISER OR UNDERWRITER

Name of Registrant_____

Application is made for amendment to our existing registration as:_____

_____

under the *Securities Act* and the following statements of fact are made in respect thereof.

1. Attached hereto and marked as an exhibit to the application is a statement of particulars of any change in,

   (a) the name of the applicant,

   (b) address for service or any business address,

   (c) partners, officers or directors and the reason for any such persons resignation, dismissal, severance or termination of employment or office,

   (d) holders of voting securities of the applicant,

   (e) salesmen employed and the reason for the termination of any salesman's employment,

   (f) branch offices in Ontario, or

   (g) the person in charge of any branch office in Ontario.

2. Attached hereto and marked as an exhibit to the application is:

   (a) the name of each new partner, officer or director of the applicant,

   (b) a completed Form 4 for each new partner or officer of the applicant seeking registration, unless the information required by Form 4 has previously been filed by such person and remains unchanged; and

(c) for each new partner, officer or director not referred to in clause (b), the information required by Form 4 excluding questions 4, 7 and 10 and Part D thereof unless such information has previously been filed with the Commission and remains unchanged.

3. Attached hereto and marked as an exhibit to the application is a statement of changes which have occurred in the financial structure and control of the applicant which would make the information previously given by the applicant pursuant to this or any previous Regulation, false, or misleading.

Dated at_____

this_____day of_____19___

_____
(name of applicant)

By_____
(signature of applicant, partner or officer)

_____
(official capacity)

AFFIDAVIT

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario )
)
..... of ..... )

I, .....
(name in full)
of the .....
in the ..... of .....
.....
MAKE OATH AND SAY:

1. I am the applicant (or a partner or officer of the applicant for amendment to registration, and I signed the application.

2. The statements of fact made in the application for amendment to the registration are true.

SWORN before me at the ..... )
)
..... in the .....of )
)
....., this ..... )
)
day of ....., 19..... )

.....
(signature of deponent)

.....
(A Commissioner, etc.)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 7.

FORM 8

*Securities Act*

SUMMONS TO A WITNESS BEFORE A PERSON DESIGNATED UNDER SECTION 30 OF THE ACT

RE: .....

TO: .....

You are hereby summoned and required by the Director to attend before me .....

at an examination to be held at .....

in the ..... of .....on .....day the .....

day of ..... 19... at the hour of ..... o'clock

in the .....noon (local time), and so from day to day until the examination is concluded, to give evidence on oath and to bring with you and produce at such time and place .....

.....

Dated this ..... day of ....., 19....

ONTARIO SECURITIES COMMISSION

(Signature)

NOTE:

You are entitled to be paid the same personal allowances for your attendance at the examination as are paid for the attendance of a witness summoned to attend before the Supreme Court.

O. Reg. 478/79, Form 8.

FORM 9

*Securities Act*

FINANCIAL QUESTIONNAIRE AND REPORT

TABLE OF CONTENTS

.....
(Firm Name)

.....
(Date)

General Instructions

PART I Report of Auditor (for financial year end only)

Statement A (3 pages) Statements of assets and liabilities and capital
B (2 pages) Statement of net free capital
C Statement of adjusted liabilities
D Statement of minimum free capital
E Statement of segregation requirements and funds on deposit in segregation

PART II Report of Auditor (for financial year end only)

Schedules required:

1. Analysis of clients' accounts that liquidate to a deficit or have debit balances with no open trades - commodities futures clients.
2. Analysis of secured loans receivable.
3. Securities owned and sold short at market value.
4. Underwriting stocks.
5. Analysis of joint accounts, long and short.
6. Analysis of clients' accounts, long and short.
7. Analysis of partners'/shareholders' accounts, long and short other than commodity futures transactions.
8. Analysis of firm commodity futures trading accounts.
9. Analysis of brokers' and dealers' accounts - outstanding trade balances.
10. Analysis of income taxes (for financial year end only).
11. Loans and bank overdrafts.
12. Changes in capital and retained earnings.
13. Changes in reserves and subordinated loans.
14. Future purchase and sales commitments.
15. Contingent liabilities and commitments.
16. Ten largest security clients (for financial year end only).
17. Ten securities with the largest aggregate long or short market values (for financial year end only).
18. Summary of open commodity futures contracts.
19. Summary statement of income.

FINANCIAL QUESTIONNAIRE AND REPORT

GENERAL INSTRUCTIONS
TO PARTS I AND II

1. All statements and schedules must be filed. If a schedule is not applicable a "nil" return must be filed.

2. All statements and schedules may be rounded to the nearest dollar.

3. The statements as they relate to commodity futures trading shall be prepared on a trade date basis.

4. The statements as they relate to securities may be prepared either on a trade or a settlement date basis. The basis used must be consistent throughout and with the previous year and noted on Statement A. Firms reporting on a trade date basis but determining margin deficiencies for customers, brokers and dealers on a settlement date basis must do so for all such accounts and consistently from period to period. Similar requirements apply for firms reporting on a settlement date basis but providing margin on a trade date basis. Reference should be made to the regulations where applicable, particularly when changes in methods of reporting margining are contemplated.

5. Schedules should be attached showing details of any significant amounts that have not been clearly described on the attached statements and schedules.

6. Provision must be made in the financial statements for any unreconciled security position which cannot be satisfactorily reconciled to the latest count. Such provisions will be calculated at the market price at the date of this report. No allowance should be made for cases where the latest count is in excess of the records.

7. Notes to the financial statements

   Any notes which may be necessary for the fair presentation of the financial statements and not contained in the supporting schedules should be attached as page 4 to Statement A.

8. Reference should be made to the definitions of words and terms in the *Securities Act* and the Regulation.

9. Firms not registered under the *Commodity Futures Act* need not file Schedules 1, 8 or 18 or "nil" returns stating that such schedules are not applicable.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

AUDITORS' REPORT

To: The Ontario Securities Commission

We have examined the following Financial Statements of

.....as at .....
(Firm Name) (Date)

Statement A - Statement of Assets and Liabilities and Capital
Statement B - Statement of Net Free Capital
Statement C - Statement of Adjusted Liabilities
Statement D - Statement of Minimum Free Capital
Statement E - Statement of Segregation Requirements and Funds on Deposit in Segregation

Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances, including the audit procedures prescribed by the Ontario Securities Commission.

In our opinion,

(i) the statement of assets and liabilities presents fairly the financial position of the firm as at ..... (Date) in the form required under the Regulation to the *Securities Act* in accordance with the basis of accounting disclosed in Note 1 applied on a basis consistent with that of the preceding year; and

(ii) the statements of net free capital, adjusted liabilities, minimum free capital and statement of segregation requirements and funds on deposit in segregation as at ..... (Date) are presented in accordance with applicable instructions in the Regulation under the *Securities Act*.

..... .....
(Signature) (Date)

---

NOTE: A measure of uniformity in the form of the auditors' report is desirable in order to facilitate identification of circumstances where the underlying conditions are different. Therefore, when auditors are able to express an unqualified opinion their report should take the above form.

Any limitations in the scope of the audit must be discussed in advance with the Ontario Securities Commission.

STATEMENT A
(Page 1 of 3)

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF ASSETS

(As at .....)

| | | | | |
|---|---|---|---|---|
| 1. | (a) | Cash on hand and in bank - general funds | $..... | |
| | (b) | Clients' trust accounts | ..... | |
| | (c) | Contingency fund deposits and interest accrued thereon | ..... | ..... |
| 2. | | Dealer's residual financial interest in or dealer's funds in excess of margin deficiencies advanced to clients' accounts | | ..... |
| 3. | | Cash surrender value of life insurance where the registrant is the beneficiary | | ..... |
| 4. | | Secured loans receivable | | ..... |
| 5. | | Securities owned - at market | | ..... |
| 6. | | Inventory of cash commodities, other than securities | | ..... |
| 7. | | Accrued interest on securities owned | | ..... |
| 8. | | Joint Accounts | | ..... |
| 9. | | Receivable from clients | | |
| | (i) | securities transactions | ..... | |
| | (ii) | commodity futures transactions (segregated) | ..... | ..... |
| 10. | | Partners'/Shareholders accounts | | ..... |
| 11. | | Brokers and dealers - securities transactions | | ..... |
| 12. | | Brokers and dealers - commodity transactions (non-segregated) | | ..... |
| 13. | | Recoverable and overpaid income taxes | | ..... |
| 14. | | Commissions receivable - received within 25 days | | ..... |
| 15. | | Dividends receivable - received within 25 days | | ..... |
| 16. | | Other active assets - received within 25 days (give details) | | ..... |
| 17. | | ..... | | ..... |
| 20. | | TOTAL ACTIVE ASSETS | | $..... |

Carried forward

STATEMENT A
(Page 2 of 3)

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF ASSETS
(As at .....)

| | | | |
|---|---|---|---|
| | Brought forward | | $..... |
| 21. | Fixed assets (depreciated value) | $..... | |
| 22. | Stock and Commodity Futures exchange seats | ..... | |
| 23. | Other assets (give details) | ..... | |
| 24. | ..... | ..... | |
| 30. | TOTAL NON-ACTIVE ASSETS | | ..... |
| | | | $ |

Prepared for securities on:

A) trade date basis ☐

B) settlement date basis ☐

(check one)

(See notes and instructions)

STATEMENT A
(Page 3 of 3)

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF LIABILITIES AND CAPITAL
(As at .....)

| | | | |
|---|---|---|---|
| 50. | Loans and bank overdrafts | $..... | |
| 51. | Amount by which funds required to be segregated exceed funds in segregation | ..... | |
| 52. | Securities sold short - at market | ..... | |
| 53. | Accrued interest on securities sold short | ..... | |
| 54. | Joint accounts | ..... | |
| 55. | Payable to clients: | | |
| | (i) securities transactions $..... | | |
| | (ii) commodity futures transactions (non-segregated) ..... | | |
| | | ..... | |
| 56. | Partners'/Shareholders' accounts | ..... | |
| 57. | Brokers and dealers - security transactions | ..... | |
| 58. | Brokers and dealers - commodity transactions (non-segregated) | ..... | |
| 59. | Unclaimed dividends and interest | ..... | |
| 60. | Provision for income taxes | ..... | |
| 61. | Deferred income taxes (relating to active assets and liabilities) | ..... | |
| 62. | Accounts payable and accrued expenses | ..... | |
| 63. | Other liabilities (give details) | ..... | |
| 64. | ..... | ..... | |
| 75. | TOTAL LIABILITIES (excluding subordinated loans) | | $..... |
| 76. | Deferred income taxes (relating to non-active items) | | ..... |
| 77. | Subordinated loans - other than shareholders/ partners and employees | | ..... |
| 78. | Subordinated loans - shareholders/partners and employees | | ..... |
| 79. | ..... | | |
| 80. | Capital | ..... | |
| 81. | Retained earnings or undivided profits | ..... | |
| 82. | Reserves | ..... | |
| 90. | ..... | | ..... |
| | TOTAL LIABILITIES AND CAPITAL | | $..... |

(See notes and instructions)

NOTES AND INSTRUCTIONS

Line 5 - Securities must be valued at market value.

Line 13 - Include only overpayment of prior years' income taxes or current year instalments. Taxes recoverable due to current year losses may be included to the extent that they can be carried back and applied against taxes previously paid.

Lines 15 & 59 - The gross amounts claimable by and claimable against the firm must be reported. Dividends not received within 25 days after the date of this report must be shown under "other assets" on Line 23.

Line 23 - This should include such items as:

Prepaid expenses

Deferred charges

Deferred income tax debits

Investments in and advances to subsidiaries and affiliates.

Other non-active assets.

STATEMENT B
(Page 1 of 2)

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF NET FREE CAPITAL
(As at.....)

| | REFERENCE | | | | |
|---|---|---|---|---|---|
| 1. | A - 20 | Total active assets | | | $..... |
| 2. | A - 75 | Deduct: Total liabilities | $..... | | |
| 3. | | Net loss on offsetting future purchase and sales commitments if not provided above | ..... | ..... | |
| | | | | ..... | |
| 4. | | Add: (i) Loan value (market value less margin) of any subordinated loans of securities that are not included in accounts. Attach schedule giving details | | ..... | |
| | | (ii) Non-current liabilities fully secured by mortgages on real estate owned by the registrant | | ..... | |
| | | (iii) Obligations for outstanding instalments due to natural resource companies whose securities the registrant is in the process of distributing or distributing to the public under prospectuses filed with the Commission | | ..... | |
| 5. | | LIQUID CAPITAL (Carry Forward) | | | $..... |

STATEMENT B
(Page 2 of 2)

| | | | | |
|---|---|---|---|---|
| 5. | (Carried Forward) LIQUID CAPITAL | | | $ ..... |
| | Deduct: Amount required to provide full margin for: | | | |
| 6. | Cash commodities, other than securities owned by the registrant | $..... | | |
| 7. | Firm commodity futures trading accounts | ..... | | |
| 8. | Securities owned by the registrant and securities sold short by the registrant | ..... | | |
| | Deduct: Amount sufficient to provide for any margin deficiencies on: | | | |
| 9. | Secured loans receivable | ..... | | |
| 10. | Clients' accounts in respect of commodity futures | ..... | | |
| 11. | Joint accounts | ..... | | |
| 12. | Accounts of partners and shareholders | ..... | | |
| 13. | Accounts of clients and dealers | ..... | | |
| 14. | Secured loans payable by the registrant if the collateral is held by other than the registrant or a financial institution | ..... | | |
| 15. | ..... | | | |
| 16. | Future purchase and sales commitments not included in the calculation of liquid capital | ..... | | |
| 17. | Other liquid capital items | ..... | | ..... |
| 18. | NET FREE CAPITAL | | | |

(See notes and instructions)

NOTES AND INSTRUCTIONS

Line 4 (ii) - Do not include amounts which fall due within one year.

(iii) - Reference is made to Ontario Securities Commission Policy 3-02 as amended from time to time.

Line 11 - Exclude any interest of any member of The Toronto Stock Exchange, The Investment Dealers' Association of Canada and any financial institution.

Line 13 - Exclude -

(1) Bona fide cash settlement accounts with any member of The Toronto Stock Exchange, The Montreal Stock Exchange, The Vancouver Stock Exchange, The Alberta Stock Exchange, The New York Stock Exchange, The American Stock Exchange and The Investment Dealers' Association of Canada.

(2) Accounts with a financial institution, and

(3) Bona fide cash settlement accounts that have not been outstanding more than ten days past the normal settlement date, where the shares have been available for delivery, and not more than twenty-one days past the trade date in any other case.

STATEMENT C

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF ADJUSTED LIABILITIES
(As at.....)

| | REFERENCE | | | |
|---|---|---|---|---|
| 1. | A - 75 | Total Liabilities | $..... | |
| 2. | | Add: Unrecorded securities purchase commitments | ..... | |
| 3. | | | | $..... |
| 4. | | Deduct: | | |
| | A - 1 (a) | cash | $..... | |
| | (b) | money on deposit in clients' trust accounts | ..... | |
| | (c) | compensation fund or contingency fund deposits and interest accrued thereon | ..... | |
| 5. | A - 3 | Cash surrender value of life insurance where the registrant is the beneficiary | ..... | |
| 6. | | Market value of securities that the registrant owns or has contracted to purchase having, in either case, a margin rate of 5% or less | ..... | |
| 7. | | Accrued interest relating to securities in Line 6 above | ..... | |
| 8. | | Debit balances with financial institutions not included in Line 4 | ..... | |
| 9. | | Sales price of securities for which the registrant has a sales commitment to a financial institution | ..... | |
| 10. | | The market value of securities which have a margin rate of 5% or less, included in non-segregated accounts of clients, partners, shareholders, dealers or held as collateral for secured loans receivable, not exceeding the debit balance of the account or the secured loan receivable | ..... | |
| | | | | ..... |
| 11. | | ADJUSTED LIABILITIES | | $..... |

Line 10 - If this deduction is made, care should be taken not to duplicate the deductions made under Line 8. A separate Schedule "C" should be attached showing separately for each account, the market value of the securities and the debit balances.

STATEMENT D

PART I

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF MINIMUM FREE CAPITAL
(As at.....)

| | REFERENCE | | |
|---|---|---|---|
| 1. | C - 11 | Adjusted liabilities | $..... |
| 2. | | Capital requirements on adjusted liabilities: | |
| | | 10% on first $2,500,000 or part thereof | $..... |
| | | 8% on next $2,500,000 or part thereof | ..... |
| | | 7% on next $2,500,000 or part thereof | ..... |
| | | 6% on next $2,500,000 or part thereof | ..... |
| | | 5% on balance over $10,000,000 | ..... |

3. The greater of,

(*a*) up to the first $20,000,000 in market value of commodity futures contracts the sum of,

(i) 2 per cent of the market value for contracts, other than for securities, representing a long position or the total number of commodity futures contracts, other than for securities, representing a short position in each commodity, whichever is the greater, carried for all customers' and firm accounts excluding exempted contracts, and

(ii) 10 per cent of margin requirement for contracts for securities,

to a maximum of $100,000; or

(*b*) the sum of,

(i) ½ of 1 per cent of the market value of the total number of commodity futures contracts, other than for securities, representing a long position or the total number of commodity futures contracts, other than for securities, representing a short position in each commodity, whichever is the greater, carried for all customers' and firm accounts excluding exempted contracts, and

(ii) 10 per cent of margin requirement for contracts for securities.

| | | | |
|---|---|---|---|
| 4. | | Reserved. | |
| 5. | | Customer concentration factor | ..... |
| 6. | | Commodity concentration factor | ..... |
| 7. | | Total on adjusted liabilities and contracts | $..... |
| 8. | | Capital requirement on insurance - Amounts deductible (greatest under any clause) | ..... |

| | | | |
|---|---|---|---|
| 9. | | Minimum free capital required | $..... |
| 10. | B - 18 | Net Free Capital | ..... |
| 11. | | Excess (deficiency) Net Free Capital | ..... |

NOTES AND INSTRUCTIONS

Line 7 - For dealers registered under the *Securities Act* the amount shown here will be not less than $25,000 and for dealers who are also registered as futures commission merchants under the *Commodity Futures Act* the minimum amount shown will be not less than $75,000.

Line 11 - All deficiencies must be reported immediately to the Ontario Securities Commission. An explanation must be given on this schedule for any capital deficiency and a description provided of the action taken to correct it.

O. Reg. 478/79, Form 9, Stat. D; O. Reg. 602/79, s. 7; O. Reg. 190/80, s. 30 (1).

STATEMENT E

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF SEGREGATION REQUIREMENTS AND FUNDS ON DEPOSIT IN SEGREGATION

(As at.....)

REQUIREMENT

| | | |
|---|---|---|
| 1. | Net ledger balances of clients | |
| | (a) Cash | $..... |
| | (b) Securities (at market) | ..... |
| 2. | Net unrealized profit-loss in open commodity futures contracts held for clients | ..... |
| 3. | Net equity of commodity clients (1+2) | ..... |
| 4. | Add—Accounts liquidating to a deficit and accounts with debit balances but no open trades | ..... |
| 5. | Amount required to be segregated (3+4) | $..... |

FUNDS ON DEPOSIT IN SEGREGATION

| | | |
|---|---|---|
| 6. | Deposited in segregated accounts with financial institutions: | |
| | (a) Cash | $..... |
| | (b) Securities representing investment of customers' funds (at market) | ..... |
| | (c) Securities deposited by customers in lieu of cash margins (at market) | ..... |
| 7. | Margins on deposit with clearing houses | |
| | (a) Cash | ..... |
| | (b) Securities deposited by customers in lieu of cash margins (at market) | ..... |
| 8. | Due to/from clearing houses | ..... |
| 9. | Equities with other commodity futures dealers who carry clients' trades on an omnibus basis | ..... |
| 10. | Segregated funds on hand: | |
| | (a) Cash | ..... |
| | (b) Securities representing investment of clients' funds (at market) | ..... |
| | (c) Securities deposited by customers in lieu of cash margins (at market) | ..... |
| 11. | TOTAL AMOUNT IN SEGREGATION | $..... |
| | Excess/Deficiency of Funds in Segregation (Line 11 minus Line 5) | |

A2/A51

NOTES AND INSTRUCTIONS

The registrant must report immediately any deficiency of funds in segregation to the Commission.

FINANCIAL QUESTIONNAIRE AND REPORT

PART II - AUDITORS' REPORT

To THE ONTARIO SECURITIES COMMISSION

Pursuant to our examination of Statements A to E of Part I, we have examined the Part II Schedule 19 of .....

.....as at.....
(firm) (date)

In our opinion Schedule 19, the summary statement of income, presents fairly the results of its operations for the year then ended in the form required by the Regulation under the *Securities Act* and in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The additional information set out in Part II, schedules 1 to 18 and the answers contained in questions 5 and 6 on the certificate of partners or directors have been subjected to the tests and other auditing procedures applied in the examination of the financial statements A to E in Part I and schedule 19 in Part II, and in our opinion, are fairly stated in all respects material in relation to these financial statements taken as a whole.

..... .....
(Signature) (Date)

---

NOTE: A measure of uniformity in the form of the auditors' report is desirable in order to facilitate identification of circumstances where the underlying conditions are different. Therefore, when auditors are able to express an unqualified opinion their report should take the above form.

Any limitations in the scope of the audit must be discussed in advance with the Ontario Securities Commission.

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

CERTIFICATE OF PARTNERS OR DIRECTORS

.....
(Firm Name)

I/We have examined the attached Part I statements and Part II schedules and certify that, to the best of my/our knowledge, they present fairly the financial position of the firm at ..... and the results of operation for the period then ended, and are in agreement with the books of the firm.

I/We certify that the following information is true and correct to the best of my/our knowledge for the period from the last audit to the date of the attached statements which have been prepared in accordance with the current requirements of the regulations under the *Securities Act*.

ANSWERS

(1) Do the attached statements fully disclose all assets and liabilities including the following? (If not, give full particulars):

(a) All future purchase and sales commitments?
(b) Outstanding puts, calls or other options?
(c) Participation in any underwriting or other agreement subject to future demands?
(d) Writs issued against the firm or partners or corporation or any other litigation pending?
(e) Income tax arrears of partners or corporation?
(f) Other contingent liabilities, guarantees, returned drafts, accommodation endorsements or commitments affecting the financial position of the firm?

(2) Is the registrant (or any partner or director thereof) a partner, director or principal shareholder in any other firm or company whose principal business includes dealing in securities with the public? If so, give particulars.

(3) Have any securities in distribution or distribution to the public been offered or sold for amounts in excess of that disclosed in the prospectus qualifying the securities?

(4) Has any disbursement been made or transaction entered into subsequent to the statement date which may create a deficiency in the firm's capital position? If so, give details.

(5) Does the registrant promptly segregate all clients' free securities?

(6) Does the registrant carry insurance of the type and in the amount required by the Regulation?

.....
(Date)

_____ _____

_____ _____

_____ _____

NOTES AND INSTRUCTIONS

To be signed by:-

(i) chief executive officer/partners
(ii) chief financial officer
(iii) the registrant (if applicable)
(iv) the chief accountant
(v) at least two directors/partners if not included in (i) to (iv) above.

Any partner/director and any officer or employee with senior management responsibility for areas where unrecorded liabilities may occur (e.g. underwriting and money market departments) must sign a copy of this report to indicate that he has examined it and is satisfied that, to the best of his knowledge, it is correct.

O. Reg. 478/79, Form 9, Stat. E; O. Reg. 190/80, s. 30 (2).

SCHEDULE 1

ANALYSIS OF CLIENTS' ACCOUNTS THAT LIQUIDATE TO A DEFICIT OR HAVE DEBIT BALANCES WITH NO OPEN TRADES

(Commodity Futures Transactions)

| | Debit | Amount Required to Provide Full Margin |
|---|---|---|
| 1. Accounts with margin deficiency | ..... | ..... |
| 2. Accounts that contain debit balances with no open trades | ..... | ..... |
| TOTAL | ..... | ..... |
| 3. Less allowance for bad debts or accounts provided for but included above | ..... | ..... |
| | A-9(ii) | B-10 |

NOTES AND INSTRUCTIONS

1. Clients with more than one account may use an account with excess funds to secure an account which liquidates to a deficit or to secure an account with a margin deficiency if each account and balance involved is clearly identified on a separate Schedule, "1A". Such an arrangement must be evidenced by a written agreement.

2. Line 1. The total deficit in clients accounts that liquidate to a deficit should be entered in the left-hand column under the heading "Debit". The total margin deficiency in client accounts should be entered in the right-hand column. For example, client A's account liquidates to a deficit of $1,000 and his commodity position requires $2,000 margin; client B's equity amounts to $1,500 and his commodity position requires $2,000 margin. The entries in line 1 should be "Debit" - $1,000 and "Amount Required to provide Full Margin" - $3,500 ($3,000 as to client A and $500 as to client B).

SCHEDULE 2

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF SECURED LOANS RECEIVABLE

(Including purchase and resale agreements)

| Coding, or Name of Borrower and Term (Note 1) | Amount of Loan Including Accrued Interest | Market Value of Collateral | Loan Value of Collateral | Required To Margin |
|---|---|---|---|---|
| DEFINED FINANCIAL INSTITUTIONS | | | | |
| OTHER | | | | |

Notes:

1. A borrower may be identified in column 1 by means of a code or symbols provided that the code or symbols and their meaning and any change or addition thereto are submitted.

2. All market values shall include accrued interest.

3. Attach a schedule (2A) providing the following details for collateral securities with a margin rate greater than 5%: description of security, market price, market value, margin rate and loan value.

4. The total in the left hand column should be referenced to Statement A, line 4. The total for defined financial institutions should be included in Statement C, line 8.

5. Receivables from DFI's must be fully secured, deficiencies to be provided for as margin.

6. Non-DFI receivables to be fully margined at all times.

7. Where securities are borrowed and/or swapped with DFI, where the short market value in the account is greater than the long market value, the deficiency (the amount required to fully secure) must be provided as margin.

SCHEDULE 3

.....
(Name of Registrant)

A. SECURITIES OWNED AND SOLD SHORT AT MARKET VALUE

| | | Balance Debit (Long) | Balance Credit (Short) | Margin Required |
|---|---|---|---|---|
| 1. | Securities having a margin rate of 5% or less ..... | | ..... | ..... |
| | Less - Dealer's securities deposited in segregation and with other dealers commodity futures (segregated accounts) ..... | | | |
| 2. | Carry debit to Statement C, line 6 | ..... | | |
| 3. | Other securities ..... | | ..... | ..... |
| | Less - securities on deposit with other dealers commodity futures (segregated accounts) ..... | ..... | ..... | ..... |
| | | A - 5 | A - 52 | B - 8 |

B. CASH COMMODITIES OTHER THAN SECURITIES OWNED AT MARKET VALUE

| | | | |
|---|---|---|---|
| 11. | Cash commodities, other than securities: | | |
| | (a) Hedged | $..... | $..... |
| | (b) Unhedged | ..... | ..... |
| 12. | ..... | ..... | ..... |
| 13. | ..... | ..... | ..... |
| 20. | TOTAL | $ A - 6 | $ B - 6 |

NOTES AND INSTRUCTIONS

All securities are to be valued at market but no adjustment need be made for securities with no collateral value, carried on the books at less than market.

Attach a schedule setting out the name and description of each security, market price, market value, margin rate and margin. In the case of debt instruments where yield rate is used to determine market price the yield rate must be disclosed. Information may be given in summary form as to securities issued or guaranteed by the Government of Canada or any province of Canada. The summary should include the total market values and total margin requirements for all Government of Canada issues for which the same margin rate is prescribed, and like totals - also by margin rate categories - for provincial issues. It is not necessary to distinguish between provinces. Insignificant holdings of securities that require 100 per cent margin may be shown in total.

Line 11 - The margin on hedged positions is 5 per cent of the market value of the commodity. The margin required on unhedged cash commodities is 20 per cent of the market value of the commodity.

SCHEDULE 4

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

UNDERWRITING STOCKS

| | Name of Security | Number of Shares | Value Per Unit (Note 1) Cost | Market | Option | Balances Debit (Long) | Credit (Short) | Amount Required to Fully Margin (Note 2) |
|---|---|---|---|---|---|---|---|---|
| | Taken down within 30 days of the date of these statements | | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| | Sub-Total | | | | | ..... | ..... | ..... |
| | Taken down within 30 to 90 days of the date of these statements | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| | Sub-Total | | | | | ..... | ..... | ..... |
| | All other underwriting stocks | | | | | | | |
| 11. | | | | | | | | |
| 12. | | | | | | | | |
| 13. | | | | | | | | |
| 14. | | | | | | | | |
| 15. | | | | | | | | |
| | Sub-Total | | | | | ..... | ..... | ..... |
| 20. | TOTAL | | | | | ..... | ..... | ..... |
| | | | | | | A - 5 | A- 52 | B - 8 |

NOTES AND INSTRUCTIONS

1. All three unit values must be indicated and the lowest value used in valuing the long and short positions.

2. Underwriting stocks which have been in distribution longer than 90 days from the issue of the final receipt for the prospectus or which have not been pledged as collateral must be margined.

3. Commitments made for deals not taken down must be shown on Schedule 14 and are not to be included in this Schedule unless they are recorded in the statements of assets and liabilities.

SCHEDULE 5

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....(Firm Name).....

.....(Date).....

ANALYSIS OF JOINT ACCOUNTS, LONG AND SHORT

| | Securities Held | | | Total Number of Shares or P'cpl. Amt. of Bonds Held | Unit Market Price | Total Market Value for Each Security | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Joint Holders | Outside Interest | Name of Security | | | Debits Long | Credits Short | Margin Rate | Margin |
| 1. | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 2. | (Note) | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 10. | Totals | | | | | | | | |

| SUMMARY | Market Value | | Book Value | | Amount Required To Fully Margin |
|---|---|---|---|---|---|
| | Debit (Long) | Credit (Short) | Debit (Long) | Credit (Short) | |
| 20. Registrant's interest | ..... | ..... | ..... | ..... | ..... |
| 21. Interests of: | | | | | |
| (a) Members of the TSE, MSE, VSE, ASE, NYSE, Amex and/or the IDA | ..... | ..... | ..... | ..... | Nil |
| (b) Financial institutions (as defined) | ..... | ..... | ..... | ..... | Nil |
| (c) Others | ..... | ..... | ..... | ..... | ..... |
| 25. TOTAL | | | A - 8 | A - 54 | B - 11 |

NOTE: Additional positions should be recorded on a detailed list showing the same breakdown as above. The totals on such list should be carried forward to Item 2 and included in the Summary.

SCHEDULE 6

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

ANALYSIS OF CLIENTS' ACCOUNTS LONG AND SHORT

(SECURITY TRADING ONLY)

.....(Firm Name).....

.....(Date).....

| | BALANCES | | |
|---|---|---|---|
| | Debit (Long) | Credit (Short) | Amount Required to Fully Margin |
| Ordinary Clients | | | |
| 1. Cash settlement (Note 2)... | _____ | _____ | Nil |
| 2. Fully margined..... | _____ | _____ | Nil |
| 3. Undermargined but fully secured..... | _____ | _____ | _____ |
| 4. Partly secured (unsecured amount $.....) | _____ | _____ | _____ |
| 5. Unsecured debits..... | _____ | _____ | _____ |
| 6. Free credits..... | | _____ | Nil |
| Financial Institutions | | | |
| 7. Banks and trust companies.. | _____ | _____ | Nil |
| 8. Others (as defined)..... | _____ | _____ | Nil |
| 9. Less - Allowance for bad debts or accounts provided for but included above | _____ | _____ | _____ |
| 10. Totals | A-9(i) | A-55(i) | B-13 |

NOTES:

1. Accounts should only be classified as cash settlement accounts where they comply with requirements set out under **the Regulation.**

2. Cash settlement transactions with ordinary clients that on the statement date have been outstanding more than 21 days past the normal settlement date must be margined. If sufficient margin has not been provided by the client, the account cannot be included in Item 1.

SCHEDULE 7

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF PARTNERS'/SHAREHOLDERS' ACCOUNTS LONG AND SHORT
(OTHER THAN COMMODITY FUTURES TRANSACTIONS)

| | Account | Name of Security | Total Number of Shares or P'cpl. Amt. of Bonds | Market Price | Debits Long | Credits Short | Margin Rate | Margin Value |
|---|---|---|---|---|---|---|---|---|
| 1. | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Total..... | | | | | |
| | | | Book value of account..... | | | | | |
| | | | Amount required to margin, if any..... | | | | | |
| 2. | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Total..... | | | | | |
| | | | Book value of account..... | | | | | |
| | | | Amount required to margin, if any..... | | | | | |

| SUMMARY | Balances Debit Long | Balances Credit Short | Amount Required to Margin |
|---|---|---|---|
| 10. Fully margined..... | | | Nil |
| 11. Undermargined..... | | | |
| 12. Partly secured..... | | | |
| 13. Unsecured debits..... | | | |
| 14. Free credits..... | | | Nil |
| 15. Cash Accounts..... | | | |
| Less - Allowance for bad debts and accounts provided for but included above ..... | | | |
| 20. Total..... | A - 10 | A - 56 | B - 12 |

NOTES AND INSTRUCTIONS

1. Subordinated loans are not to be included in this schedule. They should be reported on Schedule 13.

2. Additional accounts are to be supported by a detailed list showing the same information as above. The totals on such list should be carried forward to item 2 and included in the Summary.

3. All partners' and shareholders' nominee and guaranteed accounts must be included in this Schedule.

SCHEDULE 8

.....
(Name of Registrant)

ANALYSIS OF FIRM COMMODITY FUTURES TRADING ACCOUNT

| Market | Commodity | No. of Contracts Long | No. of Contracts Short | Full Margin Required |
|---|---|---|---|---|

SCHEDULE 9

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF BROKERS' AND DEALERS' ACCOUNTS
OUTSTANDING TRADING BALANCES
(SECURITIES TRADING ONLY)

| | | Debit (Trades to deliver) | Credit (Trades to receive) | Amount Required to Fully Margin |
|---|---|---|---|---|
| 1. | Members of T.S.E., M.S.E., V.S.E., ALTA.S.E., N.Y.S.E., AMEX and/or the I.D.A. | | | Nil |
| 2. | Other brokers and dealers cleared within 10 days from value date ..... | | | Nil |
| 3. | Uncleared (Note 2) ..... | | | |
| 4. | ..... | | | |
| 10. | Total | A - 11 | A - 57 | B - 13 |

NOTES:

1. This schedule is to include only amounts representing ordinary security transactions with other brokers and dealers. Balances arising from other types of transactions should be shown on the statements of assets or liabilities and capital against items 16, 23 or 63.

2. Other brokers and dealers must be margined in the same manner and on the same basis as ordinary clients.

SCHEDULE 10
Page 1 of 2

PART II

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at financial year end only)

.....
(Firm Name)

.....
(Date)

ANALYSIS OF INCOME TAXES

A. Income Tax Payable (recoverable)

| | | | |
|---|---|---|---|
| 1. | Balance payable (recoverable) at last financial year end | | $..... |
| 2. | Payments made or (received) relating to above balance | ..... | |
| 3. | Adjustments (including reassessments) relating to prior period (give details if significant) | ..... | ..... |
| 4. | Balance (if any) relating to prior years | | ..... |
| 5. | Provisions for income taxes currently payable, including taxes on extra-ordinary items OR | ..... | |
| | Recovery of income taxes due to losses in the current period | ..... | ..... |
| 6. | Sub-total | | ..... |
| 7. | Payments on account of the current period | | ..... |
| 8. | Sub-total | | ..... |
| 9. | Other adjustments (give details) | | ..... |
| 10. | Current balance payable (recoverable) | | $ |
| | | | A-13 - if recoverable<br>A-60 - if payable |

B. Deferred Income Taxes

| | | | Credit | |
|---|---|---|---|---|
| | | Debit | Re Active Assets and Liabilities | Re Non-Active Assets |
| 1. | Balance at last year-end | $..... | $..... | $..... |
| 2. | Changes during the period (give details if significant) | ..... | ..... | ..... |
| 3. | Present balance | $ | $ | $ |
| | | A-23 | A-61 | A-76 |

NOTES AND INSTRUCTIONS

1. On this schedule balances recoverable (i.e. debits) should be shown in brackets.

2. Line A10 - If the balance includes amounts relating to other than the current year then analysis should be provided by year.

SCHEDULE 10
Page 2 of 2

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF INCOME TAXES
(Continued)

C. Reconciliation

| | | |
|---|---|---|
| 1. Income taxes provided (recovered) (line A5) | | $..... |
| 2. Adjustments relating to prior periods (line A3) | | ..... |
| 3. Other adjustments (line A9) | | ..... |
| 4. Net change in deferred income taxes (line B2) | | ..... |
| 5. Total income taxes | | $ ========== |
| 6. Total income taxes per Schedule 19 (line 6 ) | ..... | |
| 7. Income taxes included in Schedule 19 (line 8 ) | ..... | |
| 8. Income taxes charged or credited directly to retained earnings (Schedule 12) items 11 or 12 | ..... | |
| 9. Total income taxes (agrees with line C5) | | $ ========== |

SCHEDULE 11

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

LOANS AND BANK OVERDRAFTS

| | | Balances | Margin Required |
|---|---|---|---|
| 1. | Bank overdrafts | $..... | Nil |
| 2. | Call Loans - Canadian chartered banks (secured) | ..... | Nil |
| 3. | Call Loans - Trust Companies which are defined financial institutions (secured) | ..... | Nil |
| 4. | Loans - other - secured - collateral held by registrant, or defined financial institutions | ..... | Nil |
| 5. | Loans - other - secured - collateral held by others (give details) | ..... | ..... |
| 6. | Loans - other - unsecured | ..... | Nil |
| 7. | | ..... | ..... |
| 10. | TOTAL (Do note include subordinated loans) | $..... | $..... |
| | | A - 50 | B - 14 |

NOTES:

Line 5 - A schedule is required (11a) for each loan in this category. Details must include the name of the lender, amount of the loan, and the description, quantity, market price and total market value of each security held by the lender as collateral. In addition, the margin rate and total margin requirement must also be provided. All such loans must be fully margined at all times and any margin deficiencies are to be carried to Statement B, line 14. The margin requirement for such loans is the market value of the collateral less the amount of the loan, less any margin already provided on the collateral (e.g. in inventory, loans receivable, etc.)

SCHEDULE 12

## PART II

## FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

### CHANGES IN CAPITAL AND RETAINED EARNINGS

A. Capital

| | | | |
|---|---|---|---|
| 1. | Balance at last year end | | $..... |
| 2. | Increases during period - give details | | |
| | (a) | ..... | |
| | (b) | ..... | |
| | (c) | ..... | |
| 3. | | | ..... |
| 4. | | | ..... |
| 5. | Decreases during period - give details | | |
| | (a) | ..... | |
| | (b) | ..... | |
| | (c) | ..... | |
| 6. | | | ..... |
| 7. | Present capital | | $ ========== A-80 |
| 8. | Analysis of present capital | | |
| | (a) | | ..... |
| | (b) | | ..... |
| | (c) | | ..... |
| 9. | To agree with line 7 above | | $ ========== |

B. Retained Earnings (Corporations) or Undivided Profits (Partnerships)

| | | | |
|---|---|---|---|
| 10. | Balance at last year end | | ..... |
| 11. | Increases during period - give details | | |
| | (a) net income for the period (Schedule 19 line 11) | ..... | |
| | (b) | ..... | |
| | (c) | ..... | |
| | | | ..... |
| 12. | Decreases during period - give details | | |
| | (a) net loss for the period (Schedule 19 line 11) | ..... | |
| | (b) dividends paid or partners drawings | ..... | |
| | (c) | ..... | |
| | (d) | ..... | |
| | | | ..... |
| 13. | Present retained earnings or undivided profits | | $ ========== (A-81) |

NOTES AND INSTRUCTIONS

Line 8 - For each class of shares indicate whether common, preferred, etc. and give further details as necessary. For partnerships show each class of partner (general, limited, etc.).

Lines 11 and 12 - Direct charges or credits to retained earnings are to be restricted to capital transactions (eg. dividends, premium on share redemptions, etc.) and prior period adjustments. All income items of an extraordinary or unusual nature (eg. profits or losses on sale of fixed assets or stock exchange seats, etc.) are to be included in Schedule 19 in arriving at net income or loss for the period. The latter amount is to be transferred in total to retained earnings (line 11(a) or 12(a))

The adjustment of inventory to market value must also be included in Schedule 19.

SCHEDULE 13

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

CHANGES IN RESERVES AND SUBORDINATED LOANS

| | | | | |
|---|---|---|---|---|
| A. | Reserves | | | |
| | 1. Balance at beginning of period | | | $..... |
| | 2. Changes during the period (describe) | | | ..... |
| | 3. Balance at current date | | | $ ======== A-82 |
| B. | Subordinated Loans | | Directors, Officers, Shareholders/ Partners and Employees | Others |
| | 4. Balance at last year-end | | $..... | $..... |
| | 5. Increases during period - give name of lenders | | | |
| | (a) | ..... | ..... | |
| | (b) | ..... | ..... | |
| | (c) | ..... | ..... | |
| | (d) | ..... | ..... | |
| | (e) | ..... | ..... | |
| | 6. | | ..... | ..... |
| | 7. | | ..... | ..... |
| | 8. Decreases during period - give name of lender | | | |
| | (a) | ..... | ..... | |
| | (b) | ..... | ..... | |
| | (c) | ..... | ..... | |
| | (d) | ..... | ..... | |
| | (e) | ..... | ..... | |
| | (f) | ..... | ..... | |
| | 9. | | ..... | ..... |
| | 10. Present subordinated loans | | $ ======== A-78 | $ ======== A-77 |

Notes:

Reserves

The nature of reserves should be described and should only include appropriations of retained earnings. In particular, allowances for bad debts must not be shown here.

Subordinated Loans

At the annual audit date only, attach a schedule (13A) showing amount and the name of the lender for each loan outstanding. Subordinated debentures issued under a trust debenture should be disclosed in total only.

SCHEDULE 14
Page 1 of 2

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

FUTURE PURCHASE AND SALES COMMITMENTS

(This schedule is not to be used if the firm has recorded all such commitments in its accounts)

A. Computation of margin requirements in respect of future purchase and sales commitments

| | | | | |
|---|---|---|---|---|
| 1. | Total future purchase commitments outstanding at the date of the financial statements | | ..... | |
| | Deduct: | | | |
| 2. | Purchase commitments that are covered by sales commitments related thereto | ..... | | |
| 3. | Purchase commitments that will reduce bonds and stocks sold short by the firm | ..... | ..... | |
| 4. | Purchase commitments that are not covered by sales commitments or by bonds and stocks sold short by firm (give details - Schedule 14B) | | ..... | |
| 5. | Amount required to fully margin item 4 (see note) | | | $..... |
| 6. | Total future sales commitments outstanding at the date of the financial statements | | ..... | |
| | Deduct: | | | |
| 7. | Sales commitments that are covered by purchase commitments related thereto | ..... | | |
| 8. | Sales commitments that are covered by stocks or bonds owned by the firm (excluding Canadas and Provincials netted against short positions in inventory as provided by regulations) | ..... | ..... | |
| 9. | Sales commitments that are not covered by purchase commitments or by bonds or stocks owned by the firm (give details - Schedule 14B) | | ..... | |
| 10. | Amount required to fully margin item 9 (see note) | | | ..... |
| 11. | Total margin required | | | ..... |

SCHEDULE 14
Page 2 of 2

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

FUTURE PURCHASE AND SALES COMMITMENTS

(continued)

B. Computation of the effect of future purchase commitments on adjusted liabilities

12. Total future purchase commitments (agree with item 1 above) $.....

13. Less purchase commitments that are covered by sales commitments with financial institutions .....

Sub-Total

Deductions permitted in respect of items remaining in sub-total:

14. Commitments in securities having a margin rate of 5% of less and receivables (not previously deducted) from syndicate members (see note) .....

15. Total to be included in adjusted liabilities $ _____
C-2

C. 16. Net loss, if any, on items 7 and 8 (see note) $ _____
B-3

NOTES AND INSTRUCTIONS

Firms reporting on a value (settlement) date basis -

Future purchase and sales commitments must be recorded on this schedule. Outstanding security transactions, not yet due for settlement, made for regular settlement in the normal course of business should be excluded from Part I, Statement A and from this schedule.

Firms reporting on a trade (transaction) date basis -

All purchase and sales commitments must be recorded on Part I, Statement A except for sales with calls and new issues (if the latter have not been processed through the firms records).

Line 1 - Please supply full particulars of the issues, their dates and amounts involved or other pertinent information on Schedule 14A.

Lines 4, 5, 9 and 10 - The details shown on 14B should be the same as those required on Schedule 3 and in addition the commitment price and settlement date are required. Total margin required on lines 4 and 9 is:

(a) margin calculated on the market values of the commitments, and

(b) plus the loss or minus the profit based on the difference between the commitment price and the market price at the reporting date. Profits on one issue may be used to reduce requirements on another issue. Insignificant amounts may be shown in total only.

Line 14 - Receivables from members of the banking or selling groups to the extent that they represent the initial draw down of a new issue of securities (not after market trading) may be deducted from the liability to the issuing company which is recorded in the books of the managing underwriter.

Line 16 - The net loss for line 8 items should be reduced by margin provided on the related long positions in inventory.

Supplementary instructions for reporting money market commitments

"Market Price" for money market commitments (fixed-term repurchases, calls, etc.) shall be calculated as follows:

(a) Fixed date repurchases (no borrower call feature) - the market price is the price determined by applying the current yield for the security to the term of maturity from the repurchase date. This will permit calculation of any profit or loss based on the market conditions at the reporting date. Exposure due to future changes in market conditions is covered by the margin rate.

(b) Open repurchases (no borrower call feature) - prices are to be determined as of the reporting date or the date the commitment first becomes open, whichever is the later. Market price is to be determined as in (a) and commitment price is to be determined in the same manner using the yield stated in the repurchase commitment.

(c) Repurchase with borrower call features - the market price is the borrower call price. No margin is required where the total consideration for which the holder can put the security back to the dealer is less than the total consideration for which the dealer may put the security back to the issuer. However, where a holder consideration exceeds dealer consideration (the dealer has a loss) the margin required is the lesser of:

(1) the prescribed rate appropriate to the term of the security, and

(2) the spread between holder consideration and dealer consideration (the loss) based on the call features subject to a minimum of 1/4 of 1% margin. Such commitments shall be reported in the manner set out under lines 4, 5, 9 and 10 above and shall include details of dealer and borrower calls.

SCHEDULE 15

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

CONTINGENT LIABILITIES AND COMMITMENTS

| Description | Amount |
|---|---|

NOTES AND INSTRUCTIONS

1. Include only items not recorded on Statement A.

2. Where contingent liabilities require margin, detailed supporting schedules must be presented and the amount required to margin included in Statement B, line 17.

3. Insignificant contingent liabilities need not be described unless in total they are significant in amount. In this case the total amount should be shown as "miscellaneous".

4. In the event that a dollar amount cannot be determined, describe the item in detail giving reasons for the inability to assign a dollar value.

5. Examples of contingent liabilities are:

   Unfunded pension liabilities
   Leases
   Guarantees or endorsements
   Endorsement of puts and calls
   Discounted notes
   Legal actions pending
   Pending income tax claims and assessments
   Returned drafts
   Underwriting commitments
   Sales with call features

6. Contingent liabilities must be included up to the date of filing this report.

SCHEDULE 16

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at audit date only)

_____
(Firm Name)

_____
(Date)

DETAILS OF TEN LARGEST SECURITY CLIENTS

(Excluding free credits, defined financial institutions, brokers and dealers, partners and shareholders, affiliated companies and buy-backs and sell-backs not yet due for settlement)

The following information should be provided for each client:

1. Client name (or account number)
2. Account classification (as per Schedule 4)
3. List of securities and money balance in the account in the following columns:

| Name and Description of Security | Money Balance | No. of Shares Par Value Long or (Short) | Market Price | Market Value | Margin Required | Settlement Date of Outstanding Transactions (Cash Accounts Only) |
|---|---|---|---|---|---|---|

NOTES AND INSTRUCTIONS

1. Where a guarantee is used to reduce the margin required, the guarantor's account(s) must be merged for the purpose of producing this schedule. Also each client's position must represent the aggregate of all his accounts.
2. As an alternative to listing all items, copies of clients' statements and/or status slips may be filed provided they contain all the information required in this schedule. Totals on the schedule must agree with the attachments.
3. Securities with no loan value may be omitted.
4. Securities used for margin purposes (including safekeeping and segregation) must be fully negotiable. Safekeeping and segregated securities must be so identified.
5. Settlement means the settlement date shown on the trade confirmation.

SCHEDULE 17

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at audit date only)

.....
(Firm Name)

.....
(Date)

TEN SECURITIES WITH THE LARGEST AGGREGATE LONG OR SHORT MARKET VALUE

(Excluding securities held segregated or in safekeeping and securities with a margin rate of 10% of less)

(Number of shares or par value - long or (short)

| Name of Security | Clients (Excluding Financial Institutions) | Partners/ Shareholders | Firm's Own | Total | Unit Price | Market Value | Loan Value |
|---|---|---|---|---|---|---|---|

NOTES AND INSTRUCTIONS

1. Segregated securities, to the extent they are used for margining accounts, must be included in these calculations.

2. Where distortions would result from including in the ten largest securities amounts which represent significant holdings in excess of amounts required to margin clients' or partners'/shareholders' accounts, then such items should be excluded from this schedule.

SCHEDULE 18

.....
(Name of Registrant)

SUMMARY OF OPEN COMMODITY FUTURES CONTRACTS (1)

(A) CUSTOMERS' CONTRACTS

(B) FIRM, PARTNERS, SHAREHOLDERS, DIRECTORS AND EMPLOYEES.

.....
(Date)

| Market | Commodity | No. of Contracts | | Less (2) Exempted Contracts | | Adjusted No. of Contracts | | Settlement Price | Market Value of Total Long and Total Short for Each Commodity | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Long | Short | Long | Short | Long | Short | | Long | Short |
| | | | | | | | | | | |
| | | | | | TOTAL MARKET VALUE | | | | $ | $ |

INSTRUCTIONS

1. A separate schedule must be prepared for each of category A and B. Cross out A or B whichever not applicable.
2. For definition of exempted contracts see subsection 14 (6) of the regulations under the *Commodity Futures Act*.

SCHEDULE 19

ONTARIO SECURITIES COMMISSION

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

SUMMARY STATEMENT OF INCOME FOR THE MONTHS ENDED

(With comparative figures for the ended )

| | | Current Period | Comparable Previous Period (if available) |
|---|---|---|---|
| 1. | Revenue - (a) Commissions: | | |
| | Securities | $..... | $..... |
| | Commodities | ..... | ..... |
| | (b) Principal business | ..... | ..... |
| | (c) New Issues | ..... | ..... |
| | (d) Money market | ..... | ..... |
| | (e) Net interest | ..... | ..... |
| | (f) Other | ..... | ..... |
| 2. | Total Revenue | $ | $ |
| 3. | Expenses -(a) Commissions to Employees | $..... | $..... |
| | (b) Employee salaries and bonuses | ..... | ..... |
| | (c) Occupancy and equipment rental | ..... | ..... |
| | (d) Interest | ..... | ..... |
| | (e) Communications | ..... | ..... |
| | (f) Bad debts | ..... | ..... |
| | (g) Other | ..... | ..... |
| 4. | Total expenses | $ | $ |
| 5. | Income (Loss) before income taxes (line 2, minus line 4) | ..... | ..... |
| 6. | Income taxes (see note) | ..... | ..... |
| 7. | Income (Loss) before extra-ordinary Items | ..... | ..... |
| 8. | Extraordinary items (net of income tax) (see note) | ..... | ..... |
| 11. | Net income (loss) for period | $ | $ |

S-12 - 11 or 12

(See notes and instructions on reverse)

NOTES AND INSTRUCTIONS

The period covered in the current year should be from the previous year-end. The comparative figures should be for the comparable period in the previous year where these are available.

A comparative statement of income prepared in accordance with generally accepted accounting principles and containing at least the information shown in the pre-printed Schedule 19 may be substituted. This statement should be affixed to the schedule provided.

It is recognized that the components of the revenue and expense classification on this Schedule may vary between firms. However, it is important that each firm be consistent between periods except where approved by the appropriate authority. Fair presentation may require the separate disclosure of additional large and/or unusual items by way of a note to this Schedule.

Line 1 (a) Net revenue from commissions for the period on securities and commodity futures (including options), before commission to registered representatives.

(b) Revenue on all stock (including pro trading and net arbitrage revenue) and bond trading activity including adjustment of inventories to market value but excluding money market and new issue profits.

(c) Revenue on new issue business when trading on an "if, as and when" basis, including the banking group and selling group spreads, and including adjustment of inventories to market value. Other items to be included are commissions on all savings bonds, net of sub agents' commissions, corporate fees, private placement fees, etc.

(d) Revenue on all money market and commercial paper activities net after all interest charged, but including adjustment of inventories to market value.

(e) Net interest revenue or expense excluding interest on internal subordinated debt.

(f) All other revenue.

Line 6 All income taxes including notional income tax at 33 1/3% on partnerships profits. Where the total income taxes on line 6 are materially different from the reported profit on line 5 multiplied by the current year's tax rate, an explanation of the difference should be provided.

Line 8 Extraordinary items should include only gains, losses and provisions for losses which, by their nature, are not typical of the normal business activities of the firm, and are not expected to occur regularly over a period of years. Examples are profits or losses on the sale of fixed assets, stock exchange seats or other non-active assets, profits or losses resulting from closing operations, etc. A list of items should be provided.

O. Reg. 478/79, Form 9.

FORM 10

*Securities Act*

ANNUAL QUESTIONNAIRE TO BE COMPLETED BY A PORTFOLIO MANAGER FOR ITS AUDITOR

Instruction: This form may be used as a guideline for the purpose of assisting in the auditing of the financial statements of a portfolio manager and is not required to be filed.

A- 1. Will the scope of the audit be unrestricted?

2. Have generally accepted accounting principles been maintained during the current year?

3. Have such principles been maintained on a basis consistent with the previous year and if there has been a change in such principles, has there been disclosure of the nature and effect of those changes?

4. Have all meetings of shareholders, directors and committees provided for in the by-laws been held?

5. Have all resolutions passed by the shareholders during the period been acted upon?

6. Have directors or their equivalent formally approved all material corporate transactions during the period?

7. Have minutes of all meetings been approved and appropriately signed?

8. Have the terms of every indenture, note, agreement or other material contract affecting financial statements been adhered to?

9. Were all transactions with officers and directors, of which you have knowledge, in the ordinary course of business?

10. Does the present system of accounts provide suitable breakdowns for preparation of proper financial statements?

11. Have all adjusting journal entries been placed on the books?

12. Has adequate provision been made in your accounts for all known liabilities?

13. List all material changes in your financial position subsequent to the year-end.

14. In what provinces are you registered or licensed to do business?

B- 1. Have arrangements been made that cash and securities of clients are never in your possession or the possession of an affiliate?

2. Do you have, on file, with respect to all new accounts opened during the period, evidence of each client's acknowledgement of the arrangements made with respect to the management of his investment portfolio?

3. Where clients retain a custodian, have proper instructions been given by the client to the custodian?

4. Do you have insurance of the kind and in the amount required under the Regulation to the *Securities Act*?

5. Are fees collected in advance accounted for as deferred income?

6. (a) Are your clients charged directly for services rendered?

(b) Are the charges based on the market value of the clients' portfolios?

7. Where you have purchased or sold a security on behalf of more than one client has a procedure ensuring equity in allocation of the cost or proceeds of the transaction to each client been followed?

8. Is each client account supervised separate and distinct from that of other clients?

9. Have you complied with the following requirements:

(a) That no registrant or any partner, officer or associate shall have a direct or indirect interest in any other registrant without the approval of the Director under the *Securities Act* ("Act").

(b) That you shall not knowingly cause any investment portfolio managed by you to:

(i) invest in any issuer in which a responsible person as defined in section 114 of the *Securities Act*, or an associate of such a responsible person is an officer or director unless that fact is disclosed to the client and the client's written consent is obtained prior to the purchase?

(ii) purchase or sell securities of any issuer from or to the account of such a responsible person, any associate of such a responsible person or the portfolio manager?

(iii) make a loan to such a responsible person, an associate of such a responsible person or the portfolio manager?

10. Except where the client has expressly directed otherwise, have confirmations of trades, in the form set out in section 35 of the *Securities Act* promptly been sent or delivered by you to those clients on whose behalf orders are executed in your name or who are identified to dealers only by means of a code or symbol?

11. What is the aggregate market value of portfolios under management as at the last valuation date?

O. Reg. 478/79, Form 10.

FORM 11

*Securities Act*

APPLICATION FOR RECOGNITION AS AN EXEMPT PURCHASER

Application is made for recognition as an exempt purchaser under the *Securities Act* and the following information is furnished in connection therewith:

1. (a) Name of applicant .....

(b) Address for service .....

(c) Telephone number .....

(d) Postal Code .....

2. Where the applicant is incorporated, state the jurisdiction in which the applicant was incorporated and the date of incorporation. If the applicant has been continued under the laws of another jurisdiction state the date and jurisdiction. Where the applicant is unincorporated, state the nature of the applicant, the jurisdiction in which the applicant was organized and the date of organization.

3. Name all persons and companies that are insiders of the applicant or that would be insiders of the applicant if it were a reporting issuer and state the facts that make, or would make, each of them an insider and name all persons and companies that participate in the formulation of policies of the applicant.

4. Name all individuals who are officers, directors, trustees, partners or representatives, as the case may be, of the applicant and state the occupations of each of them for the past five years.

5. State fully the powers of investment and restrictions on the powers of investment stipulated by the instrument of incorporation or organization.

6. State the approximate value of the investment portfolio of the applicant.

7. State any other relevant facts and state the reasons why the applicant should be recognized as an exempt purchaser.

8. State the date of any previous application for recognition as an exempt purchaser and state the disposition of the application.

9. Where a previous application for recognition as an exempt purchaser has been granted, state any changes in the facts stated in the original application and any amendments to it.

(If space provided in any item is insufficient, additional sheets may be used and must be cross referred to the item and properly identified and signed by the applicant and Commissioner).

Dated at _____

this_____ day of _____,

19___.

_____
(name of applicant)

By_____
(signature)

_____
(official capacity)

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

**AFFIDAVIT**

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario )
)
.....of.....)
)
)
)
To Wit: )

I, .....
(name in full)

of the.....

in the.....

MAKE OATH AND SAY:

1. I am the
of the applicant and I signed the application of the applicant.

2. The statements of fact made in the application are true.

SWORN before me at the.....

.....of.....

in the.....of.....

this.....day of.....

19.....

.....
(signature of deponent)

.....
(A Commissioner, etc.)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE AN APPLICATION CONTAINING A STATEMENT THAT, AT THE TIME AND IN LIGHT OF THE CIRCUMSTANCES IN WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 11.

FORM 12

*Securities Act*

INFORMATION REQUIRED IN PROSPECTUS OF INDUSTRIAL COMPANY

ITEM 1 - Distribution Spread:

The information called for by the following Table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| | Price to Public | Underwriting discounts or commissions | Proceeds to issuer or selling security-holder |
| Per unit .. | ..... | ..... | ..... |
| Total ..... | ..... | ..... | ..... |

INSTRUCTIONS:

1. Only commissions paid or payable in cash by the issuer or selling securityholder or discounts granted are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder shall be set out following the table with a reference thereto in the second column of the table. Any finder's fees or similar payments shall be appropriately disclosed.

2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.

3. If the presentation of information in the form contemplated herein results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.

3. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.

4. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 26. State the portion of the expenses of distribution to be borne by the selling securityholder.

5. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2 - Plan of Distribution:

(a) If the securities being offered are to be sold through underwriters, give the names of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.

(b) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate, where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

INSTRUCTIONS:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, or whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.

2. Where an underwriting is subject to a "market out" clause, a statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

A sample paragraph is as follows:

Plan of Distribution

"Under an agreement dated ..... 19... between the company and ..... as underwriter, the company has agreed to sell and the underwriter has agreed to purchase on ..... 19 ... the ..... at a price of $....., payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for all of the ..... if any of the ..... are purchased under the agreement".

ITEM 3 - Market for Securities:

Where no bona fide market exists, or will exist after the distribution, state in bold face type on the first page: "There is no market through which these securities may be sold". Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company, or otherwise.

ITEM 4 - Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling security holder would be most likely to influence the investor's decision to purchase the security.

INSTRUCTION:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in item 10, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.

2. Appropriate cross references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5 - Use of Proceeds to Issuer:

(a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.

(b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfilment of any conditions.

INSTRUCTIONS:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient.

2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out, and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.

3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, this item is to be answered as to the use of the proceeds of that indebtedness if the indebtedness was incurred within the two preceding years.

4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets, and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where

practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.

ITEM 6 - Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

INSTRUCTION:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

ITEM 7 - Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated, or where appropriate in notes thereto:

(1) particulars of the share and loan capital of the issuer;

(2) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly-owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;

(3) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis; and

(4) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements.

TABLE

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|
| Designation of security | Amount authorized or to be authorized | Amount outstanding as of the date of the most recent balance sheet contained in the prospectus | Amount out-standing as of a specific date within 30 days | Amount to be out-standing if all securities being issued are sold |
| ..... | ..... | ..... | ..... | ..... |

INSTRUCTIONS:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Do not include other indebtedness classified as current liabilities unless secured.

2. Include in the table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the table a cross reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.

3. Individual items of indebtedness which are not in excess of 3% of total assets as shown in the balance sheet referred to in Column 3 may be set out in a single aggregate amount under an appropriate caption such as "Sundry Indebtedness"

4. Where practicable, state in general terms the respective priorities of the indebtedness shown in the table.

5. Give particulars of the amount, general description of and security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.

6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.

7. Set out in a note the number of shares subject to rights, options and warrants.

8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.

9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.

10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership in the capital and surplus of any subsidiary by the minority interest.

11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or the date of the pro forma prospectus. Where more than thirty days have elapsed from the date of the preliminary or pro forma prospectus, the information included in the prospectus shall, if feasible, be updated to a date within thirty days of the prospectus.

12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amounts set out in Column 4 to be retired out of the proceeds of the issue.

ITEM 8 - Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by articles of incorporation or otherwise and the date the corporation came into existence. If material state whether these have been amended.

INSTRUCTIONS:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 17.

2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 9 - Description of Business:

Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general development of the business within the five preceding years. If the business consists of the production or distribution of different kinds of products or the rendering of different kinds of services, indicate, in so far as practicable, the principal products or services.

INSTRUCTIONS:

1. The description shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is necessary to understand the character and development of the business conducted by the combined enterprise.

2. In describing developments, information shall be given as to matters such as the following: the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries; the nature and results of any other material reorganization of the issuer or any of its subsidiaries; the acquisition or disposition of any material amount of assets otherwise than in the ordinary course of business; material changes in the types of products produced or services rendered by the issuer and its subsidiaries; and any material changes in the mode of conducting the business of the issuer or its subsidiaries.

ITEM 10 - Risk Factors:

(a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus summarizing the factors which make the purchase a risk or speculation. Include such matters as the pro forma dilution of the investment based on net tangible assets and a comparison, in percentages, of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 106 of the Act, and underwriters for cash, property and services. The information may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross reference is made to the place in the prospectus where the information is contained.

(b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the security holder's assessment of risk associated with the investment.

ITEM 11 - Acquisitions:

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

ITEM 12 - Description of Property:

State briefly the location and general character of the principal properties, including buildings and plants, of the issuer and its subsidiaries. If any property is not freehold property or is held subject to any major encumbrance, so state and briefly describe the nature of the title or encumbrance, as the case may be.

INSTRUCTION:

What is required is information essential to an investor's appraisal of the securities being offered. Such information should be furnished as will reasonably inform investors as to the suitability, adequacy, productive capacity and extent of utilization of the facilities used in the enterprise. Detailed descriptions of the physical characteristics of individual properties or legal descriptions by metes and bounds are not required and should not be given.

ITEM 13 - Variations in Operating Results

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

INSTRUCTION:

The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.

ITEM 14 - Asset and Earnings Coverage:

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 47 of the Regulation.

ITEM 15 - Promoters:

If any person or company is or has been a promoter of the issuer or of any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or pro forma prospectus, furnish the following information:

(a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer, or from any of its subsidiaries, and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.

(b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state his relationship, if any, with the issuer, any subsidiary or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 16 - Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTION

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 17 - Issuance of Shares:

(a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:

(i) dividend rights;

(ii) voting rights;

(iii) liquidation or distribution rights;

(iv) pre-emptive rights;

(v) conversion rights;

(vi) redemption, purchase for cancellation or surrender provisions;

(vii) sinking or purchase fund provisions;

(viii) liability to further calls or to assessment by the issuer; and

(ix) provisions as to modification, amendment or variation of any such rights or provisions.

(b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 18), ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

3. In addition to the summary referred to in instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 18 - Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefor including, without limiting the generality of the foregoing:

(a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.

(b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.

(c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.

(d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.

(e) Indicate any financial arrangements between the issuer and any of its affiliates or among its affiliates that could affect the security for the indebtedness.

INSTRUCTION:

Instructions 1, 2 and 3 to Item 17 apply to this item with due alteration for points of detail.

ITEM 19 - Issuance of Other Securities:

If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.

INSTRUCTION:

The instructions to Item 17 apply to this item with due alteration for points of detail.

ITEM 20 - Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus.

INSTRUCTION:

Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 21 - Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.

INSTRUCTIONS:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.

2. Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the principal business in which such company is engaged.

3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 22 - Remuneration of Directors and Senior Officers:

TABLE
REMUNERATION OF DIRECTORS
AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (I) DIRECTORS (TOTAL NUMBER:__)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____ | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS |
| TOTAL | $ | $ | $ |
| (II) FIVE SENIOR OFFICERS:<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____ | SEE INSTRUCTION # 2 | | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS |
| TOTAL | $ | $ | $ |
| (III) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____ | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS |
| TOTAL | $ | $ | $ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

(a) State in the form of the table shown above separately for each of the following, the aggregate remuneration paid or payable by the issuer and its subsidiaries in respect of the issuer's last completed financial year to:

(i) the directors of the issuer in their capacity as directors of the issuer and any of its subsidiaries,

(ii) the five senior officers of the issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the issuer and any of its subsidiaries, and

(iii) the officers of the issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers,

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State, where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the issuer or any of its subsidiaries pursuant to an existing plan to persons to whom paragraph (a) applies,

INSTRUCTIONS:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate in favour of officers or directors) not included in income from an office or employment and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. If any portion of any of the amounts to be disclosed under paragraph (a) was paid by one or more subsidiaries of the issuer other than wholly-owned subsidiaries, the amount paid by each such subsidiary shall be separately disclosed together with the names of the subsidiaries. For this purpose, a wholly-owned subsidiary means a subsidiary all of the outstanding shares of which (other than shares whose participation in the profits of the issuer is limited to a fixed or determinable entitlement to dividends) are owned by or for the issuer or by or for other corporations in a like relationship with the issuer.

4. For the purpose of paragraph (c), "plan", includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer or any of its subsidiaries but does not include the Canada Pension Plan or a similar government plan.

5. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer or any of its subsidiaries.

6. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

Item 23 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 24 - Options to Purchase Securities:

Furnish the information referred to in Instruction 1, if possible in tabular form, as to options to purchase securities from the issuer or any of its subsidiaries:

(i) held or proposed to be held by all senior officers as a group, and directors who are not also senior officers as a group, without naming them, indicating the aggregate number of senior officers and the aggregate number of directors to whom the information applies;

(ii) held or proposed to be held by all directors and senior officers of any subsidiary of the issuer as a group, without naming them;

(iii) held or proposed to be held by all other employees of the issuer as a group, without naming them;

(iv) held or proposed to be held by all other employees of any subsidiary of the issuer as a group, without naming them; and

(v) held or proposed to be held by any other person or company, naming each such person or company,

which are outstanding as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, or which are subsequently given or proposed to be given.

INSTRUCTIONS:

1. Describe the options, stating the material provisions including,

(i) the designation and number of the securities under option;

(ii) the purchase price of the securities under option and the expiration dates of such options;

(iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and

(iv) if reasonably ascertainable, the market value of the securities under option as of the specified date.

2. The term "option" as used herein includes all options, share purchase warrants or rights other than those issued to all securityholders of the same class on an equal basis or to all securityholders of the same class resident in Canada on an equal basis.

3. The extension of options shall be deemed the granting of options within the meaning of this item.

4. Where the market value of securities is not meaningful, it is permissible to state in lieu of such market value the formula by which the purchase price of the securities under option will be determined.

5. No reference need be made to any option disclosed in Item 2.

ITEM 25 - Escrowed Shares:

State as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated, the number of shares of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depositary, if any, the date of and the conditions governing the release of the shares from escrow:

TABLE

| Column 1 | Column 2 | Column 3 |
|---|---|---|
| Designation of class | Number of securities held in escrow | Percentage of class |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

ITEM 26 - Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated.

(a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|
| Name and address | Designation of class | Type of ownership | Number of securities | Percentage of class |
| ..... | ..... | ..... | ..... | ..... |

(b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries, beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them:

TABLE

| Column 1 | Column 2 |
|---|---|
| Designation of Class | Percentage of Class |
| ..... ..... | ..... ..... |

INSTRUCTIONS:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through his direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).

2. For purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.

4. If any of the securities being offered are to be offered for the account of a securityholder name such securityholder and state the number or amount of the securities owned by him, the number or amount to be offered for his account, and the number or amount to be owned by him after the offering.

5. If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 24, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.

6. If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.

ITEM 27 - Intercorporate Relationships

(a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.

(b) Clearly illustrate by way of a diagram or otherwise the intercorporate relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).

(c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or pro forma prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

TABLE

| Name and address of company | Nature of its principal business | Percentage of securities of any class beneficially owned, directly or indirectly | Percentage of book value of issuer's assets invested therein |
|---|---|---|---|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

INSTRUCTION:

1. If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate insofar as practicable the status to exist upon consummation of the plan.

2. The name of any particular subsidiary may be omitted if

(a) - the assets of the subsidiary, or

- the investment in and advances to the subsidiary by its parent and the parent's other subsidiaries

if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;

(b) the sales and operating revenues of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and

(c) the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.

ITEM 28 - Prior Sales:

(a) State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or pro forma prospectus, or are to be sold, by the issuer or selling security holder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.

(b) Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month, of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters provided that the Director may permit the omission of the information regarding trading volume.

INSTRUCTION:

In the case of sales by a selling securityholder, the information required by paragraph (a) may be given in the form of price ranges for each calendar month.

ITEM 29 - Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or pro forma prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:

(i) any director or senior officer of the issuer;

(ii) any securityholder named in answer to paragraph (a) of Item 26 ; and

(iii) any associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.

2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.

5. No information need be given in answer to this item as to any transaction or any interest therein, where,

(i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

(ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;

(iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;

(iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed $50,000; or

(v) the transaction does not, directly or indirectly, involve remuneration for services, and,

(A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,

(B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and

(C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.

7. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 30 - Auditors, Transfer Agents and Registrars:

(a) State the name and address of the auditor of the issuer.

(b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 31 - Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or pro forma prospectus, by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

INSTRUCTIONS:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.

2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.

3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.

4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 32 - Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 12; O. Reg. 602/79, s. 8; O. Reg. 190/80, s. 31 (1), *part.*

FORM 13

*Securities Act*

## INFORMATION REQUIRED IN PROSPECTUS OF FINANCE COMPANY

ITEM 1 - Distribution Spread:

The information called for by the following table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| | Price to public | Underwriting discounts or commissions | Proceeds to issuer or selling security-holder |
| Per unit .. | ..... | ..... | ..... |
| Total ..... | ..... | ..... | ..... |

Instructions:

1. Only commissions paid or payable in cash by the issuer or selling securityholder or discounts granted are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder shall be set out following the table with a reference thereto in the second column of the table. Any finder's fees or similar payments shall be appropriately disclosed. Where debt securities are offered, the price to the public, the underwriting discounts and commission and the proceeds to the finance company, except with the consent of the Director, shall be expressed as a percentage.

2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.

3. If the presentation of information in the form contemplated results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.

4. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.

5. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 30. State the portion of the expenses of distribution to be borne by the selling securityholder.

6. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2 - Plan of Distribution:

(a) If the securities being offered are to be sold through underwriters, give the names of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.

(b) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate, where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

Instructions:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, or whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.

2. Where an underwriting is subject to a "market out" clause, a statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

A sample paragraph is as follows:-

Plan of Distribution

"Under an agreement dated ..... 19... between the company and ..... as underwriter, the company has agreed to sell and the underwriter has agreed to purchase on ..... 19... the ..... at a price of $....., payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for all of the ..... if any of the ..... are purchased under the agreement".

ITEM 3 - Market for Securities:

Where no bona fide market exists, or will exist after the distribution, state in bold face type on the first page: "There is no market through which these securities may be sold". Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company, or otherwise.

ITEM 4 - Summary of Prospectus

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling security holder would be most likely to influence the investor's decision to purchase the security.

Instruction:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in Item 14, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.

2. Appropriate cross references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5 - Use of Proceeds to Issuer:

(a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.

(b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfilment of any conditions.

Instructions:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient.

2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out, and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.

3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, this item is to be answered as to the use of the proceeds of that indebtedness if the indebtedness was incurred within the two preceding years.

4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets, and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.

ITEM 6 - Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

Instruction:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

ITEM 7 - Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated, or where appropriate in notes thereto:

(1) particulars of the share and loan capital of the issuer;

(2) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly-owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;

(3) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis; and

(4) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements.

(5) Disclose any potential dilution of the assets per share and earnings per share in a computation, giving effect to the current issue and to all existing options, warrants and conversion rights in relation to any capital security of the finance company.

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|
| Designation of security | Amount authorized or to be authorized | Amount outstanding as of the date of the most recent balance sheet contained in the prospectus | Amount outstanding as of a specific date within 30 days | Amount to be outstanding if all securities being issued are sold |
| ..... | ..... | ..... | ..... | ..... |

Instructions:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Include as an aggregate amount and by classes indebtedness payable within one year from the date of the balance sheet which is evidenced by drafts, bills of exchange, banker's acceptances or promissory notes.

2. Include in the table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the table a cross reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.

3. Individual items of indebtedness which are not in excess of 3% of total assets as shown in the balance sheet referred to in Column 3 may be set out in a single aggregate amount under an appropriate caption such as "Sundry Indebtedness".

4. Where practicable, state in general terms the respective priorities of the indebtedness shown in the table.

5. Give particulars of the amount, general description of and security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.

6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.

7. Set out in a note the number of shares subject to rights, options and warrants.

8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.

9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.

10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership in the capital and surplus of any subsidiary by the minority interest.

11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or the date of the pro forma prospectus. Where more than thirty days have elapsed from the date of the preliminary or pro forma prospectus, the informationincluded in the prospectus shall, if feasible, be updated to a date within thirty days of the prospectus.

12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amounts set out in Column 4 to be retired out of the proceeds of the issue.

13. Where the amount outstanding as of a specific date within thirty days cannot be precisely calculated, so state; an estimated figure should be used, with a note indicating the basis of calculation and the reasons therefor.

14. In the case of short term notes issued on an agency basis, column 5, may, with the consent of the Director, be omitted.

ITEM 8 - Operations of the Issuer:

Employing tabular form where appropriate, with such explanatory notes as are essential to an investor's appraisal of the securities being offered, set forth the following information in respect of the issuer, its subsidiaries and affiliates;

Maturity of Receivables

(a) Set out a schedule of receivables showing receivables:

(i) due in the current financial year;

(ii) due within the next subsequent financial year;

(iii) due within the two years next thereafter; and

(iv) due at any later date.

Analysis of Outstanding Receivables

(b) Give in tabular form, including, for example, wholesale, retail industrial, consumer loans, mortgages, leasing, business loans, dealer capital loans and any other type of loan constituting a significant class of business. Indicate the approximate amount and percentage of sales finance receivables covered by dealer endorsement or repurchase agreements.

Funding Requirements

(c) Show the aggregate current sinking fund requirements and maximum purchase fund requirements for the succeeding five years. Segregate this information according to the class and series of security covered. Do not repeat details given in the prospectus relating to the rights, privileges and preferences of each class of security ranking prior to or equally with such security. In addition, provide an analysis setting forth commitments which must be met both as to sinking fund requirements and the maturing of long term debt indicating the amount due within,

(i) one year;

(ii) one year to two years;

(iii) two years to three years;

(iv) three years to five years;

(v) five years to ten years; and

(vi) over ten years.

Schedule of Current Position

(d) Show the finance company's liquid capital position based on the financial position as of the date of the balance sheet in the prospectus both before and after giving effect to the proposed issue. Include assets which will be due within the next twelve months and the liabilities payable within the same period. Where there is a deficiency in liquid capital, explain the significance thereof having regard to the financial structure, the mode of operation of the company, and the prior experience of the company.

(e) If the effective tax rate is significantly less than is normally paid by finance companies generally, explain the principal reasons for such tax rate.

(f) Indicate those subsidiaries and operations which have produced material operating losses within the preceding two financial years, giving details thereof.

(g) Set out the amounts of the finance company's credit losses for each of the preceding five financial years and show such amounts as a percentage of liquidations, and of average outstandings.

Instruction:

In answering this item, give appropriate details of the quality, collectibility and arrears of receivables and include an age analysis of accounts receivable, and the percentage of receivables refinanced after being in arrears for periods from three months to in excess of eighteen months.

ITEM 9 - Asset and Earnings Coverage:

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 47 of the Regulation.

ITEM 10 - Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by articles of incorporation or otherwise and the date the corporation came into existence. If material state whether these have been amended.

Instructions:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 21.

2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 11 - Relationships With Other Companies:

Where the issuer has a parent, or one or more dominant interests exist, indicate the nature of the relationship between the issuer and the parent or dominant interest including,

(a) Whether the issuer operates as an adjunct to the primary business of the parent or dominant interest.

(b) What percentage of the voting securities of the issuer is owned by its parent, or by any dominant interest.

(c) Whether the parent of, or dominant interest in, the issuer intends to make loans to the issuer.

(d) Whether the issuer makes loans to or invests in securities of any affiliate or associate.

(e) Any other basis of influence by the parent or dominant interest.

Instructions:

1. A dominant interest exists in a specified company when,

(i) that company is controlled by another person or company;

(ii) that company is an affiliate of another person or company other than a person or company controlled by it;

(iii) a person or company owns, directly or indirectly, more than 10 per cent of the voting securities of that company; or

(iv) when a person or company is customarily able to direct the operations of the company by virtue of:

a. management contracts,

b. licensing or franchise agreements,

c. options on voting securities,

d. escrow or pooling or voting trust agreements,

e. any other means.

2. Where any parent is a resident of, or a corporation or other organization formed under the laws of, any foreign country, give the name of such country for each such foreign parent, and, if the parent is a corporation or other organization, state briefly the nature of the organization.

3. If the existence of a dominant influence is open to reasonable doubt in any instance, the issuer may disclaim the existence of a dominant influence and any admission thereof; in such case, however, the issuer shall state the material facts pertinent to the possible existence of a dominant influence.

ITEM 12 - Intercorporate Relationships

(a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.

(b) Clearly illustrate by way of a diagram or otherwise the intercorporate relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).

(c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or pro forma prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

**TABLE**

| Name and address of company | Nature of its principal business | Percentage of securities of any class beneficially owned, directly or indirectly | Percentage of book value of issuer's assets invested therein |
|---|---|---|---|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

INSTRUCTION:

1. If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate insofar as practicable the status to exist upon consummation of the plan.

2. The name of any particular subsidiary may be omitted if

   (a) - the assets of the subsidiary, or

   - the investments in and advances to the subsidiary by its parent and the parent's other subsidiaries,

   if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;

   (b) the sales and operating revenues of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and

   (c) the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.

ITEM 13 - Description of Business:

(a) Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general development of the business within the five preceding years. Where a material proportion of the assets of the issuer and its subsidiaries is invested in or is derived from,

(i) financial services;

(ii) other services;

(iii) the distribution of products;

(iv) the production of products;

(v) real estate development;

(vi) investment in securities of companies other than subsidiaries; or

(vii) any other specific branch of the business,

furnish in substantially the tabular form indicated, as at the date of the last balance sheet,

(i) the percentage of the consolidated assets of the issuer and its subsidiaries employed in each separate operation;

(ii) the percentage of the consolidated gross revenues of the issuer and its subsidiaries derived from each separate operation.

TABLE

| COLUMN 1 | COLUMN 2 | COLUMN 3 |
|---|---|---|
| Separate operation in which a material proportion of assets are invested | Percentage of Consolidated Assets, at book value, devoted thereto | Percentage of Gross Revenue derived therefrom |
| 1. Finance Company Services... | ..... | ..... |
| 2. Other Services..... | ..... | ..... |
| 3. Distribution of Products... | ..... | ..... |
| 4. Production of Products..... | ..... | ..... |
| 5. Real estate development.... | ..... | ..... |
| 6. Investment in securities of companies other than subsidiaries..... | ..... | ..... |
| 7. Any other specific branch of the business..... | ..... | ..... |

(b) If the issuer has carried on any business other than that of a finance company during the past five years, state the nature of such other business and give the approximate date on which the issuer commenced to operate principally as a finance company. If the issuer's name was changed during the period, state its former name and the date on which the name was changed.

(c) If during the past two years any affiliate or associate of the issuer or its subsidiaries had any material interest, direct or indirect, in any transaction involving the purchase of any substantial amount of assets presently held by the issuer or any of its subsidiaries, describe the interest of the affiliate or associate in such transaction and state the cost of such assets to the purchaser and to the seller.

(d) Where a material proportion of the consolidated assets or consolidated gross revenues of the issuer is invested in, or is derived from real property, state briefly the location and general character of the principal properties, including buildings and plants of the issuer and its subsidiaries. If any such property is not freehold property or is held subject to any major encumbrance, so state and briefly describe the nature of the title or any such encumbrance, as the case may be.

(e) Where the primary business of the issuer, or of any subsidiary or affiliate, is investing, reinvesting, owning, holding or trading in securities, indicate whether such business is carried on by the issuer itself or by a subsidiary or affiliate, naming such subsidiary or affiliate together with a brief outline of its corporate history and structure and

(i) describe the policy or proposed policy with respect to each of the following types of activities, outlining the extent, if any, to which the issuer has engaged in such activities during the last five years and indicate which of such policies may not be changed without shareholder action:

a. the issuance of securities other than the securities offered,

b. the borrowing of money,

c. the underwriting of securities of other issuers,

d. the concentration of investments in a particular class or kind of industry,

e. the purchase and sale of real estate,

f. the purchase and sale of commodities or commodity future contracts,

g. the making of loans, whether secured or unsecured, and

h. any other policy which the issuer deems fundamental.

Instruction:

For the purpose of clause g, the purchase of debt securities for investment purposes is not to be considered the making of a loan by the issuer.

(ii) describe the investment policy of the issuer with respect to each of the following matters which is not described as a fundamental policy of the issuer under subparagraph (i) of this paragraph, indicating which of such investment policies may not be changed without shareholder action:

a. the type of securities (for example, bonds, preferred shares, common shares) in which it may invest, indicating the proportion of the assets which may be invested in each such type of security,

b. the percentage of assets which it may invest in the securities of any one company,

c. the percentage of securities of any one company which it may acquire,

d. investment in securities of companies for the purpose of exercising control or management,

e. investment in securities of mutual fund companies or other investment companies, and

f. any other investment policy not specified above or in subparagraph (i) of this paragraph which is set out in the issuer's articles of incorporation, other constating documents, by-laws or regulations.

Instructions:

1. The description shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is necessary to understand the character and development of the business conducted by the combined enterprise.

2. Outline such material facts as are essential to an investor's appraisal of the securities being offered. Where applicable, such information should be furnished as will reasonably inform investors as to the suitability, adequacy, productive capacity and extent of utilization of the facilities used in the enterprise. Detailed descriptions of the physical characteristics of individual properties or legal descriptions by metes and bounds are not required and shall not be given.

3. In describing developments, information shall be given as to matters such as the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries, the nature and results of any other material reorganization of the issuer or any of its subsidiaries and any material changes in the mode of conducting the business of the issuer or its subsidiaries.

4. In answering paragraph (c) of this item, transactions between the issuer and a wholly-owned subsidiary need not be disclosed.

5. The words "wholly-owned subsidiary" as used in this item include a subsidiary where directors and officers are beneficial owners of voting securities to the extent necessary to qualify as directors.

6. Indicate who or what group of persons is responsible for investment decisions, the granting of loans, and the establishing of bad-debt allowances.

7. Indicate whether the approval of the board of directors of the company is required for loans and acquisitions and whether the board of directors is comprised of nominees of the dominant interest in the finance company.

8. Instruction 1 to Item 11 applies to this item with due alteration for points of detail.

**ITEM 14 - Risk Factors:**

(a) **Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement** shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or speculation. Include such matters as the pro forma dilution of the investment based on net tangible assets and a comparison, in percentages, of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 106 of the Act, and underwriters for cash, property and services. The information may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross reference is made to the place in the prospectus where the information is contained.

(b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the security holder's assessment of risk associated with the investment.

**ITEM 15 - Acquisitions:**

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

ITEM 16 - Variations in Operating Results:

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

**Instruction:**

**The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.**

**ITEM 17 - Tax Status of Issuer:**

**State in general terms the bases upon which the income and capital receipts of the issuer are taxed.**

**ITEM 18 - Tax Status of Securityholder:**

**State in general terms the income tax consequences to the holders of the securities offered hereby of any distribution to such holders in the form of dividends or otherwise.**

ITEM 19 - Promoters:

If any person or company is or has been a promoter of the issuer or of any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or pro forma prospectus, furnish the following information:

(a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer, or from any of its subsidiaries, and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.

(b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state his relationship, if any, with the issuer, any subsidiary or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 20 - Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

Instruction:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 21 - Issuance of Shares:

(a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:

(i) dividend rights;

(ii) voting rights;

(iii) liquidation or distribution rights;

(iv) pre-emptive rights;

(v) conversion rights;

(vi) redemption, purchase for cancellation or surrender provisions;

(vii) sinking or purchase fund provisions;

(viii) liability to further calls or to assessment by the issuer; and

(xi) provisions as to modification, amendment or variation of any such rights or provisions.

(b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

Instructions:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 22), ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered

are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

3. In addition to the summary referred to in instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 22 - Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefore including, without limiting the generality of the foregoing:

(a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.

(b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.

(c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.

(d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.

(e) Indicate any financial arrangements between the issuer and any of its affiliates or among its affiliates that could affect the security for the indebtedness.

**Instruction:**

The instructions to Item 21 apply to this item with due alteration for points of detail.

**ITEM 23 - Issuance of Other Securities:**

**If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.**

**Instruction:**

**The instructions to Item 21 apply to this item with due alteration for points of detail.**

ITEM 24 - Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus.

**Instruction:**

**Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.**

**ITEM 25 - Directors and Officers:**

**List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.**

**Instructions:**

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.

2. **Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the** principal business in which such company is engaged.

3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 26 - Remuneration of Directors and Senior Officers:

TABLE
REMUNERATION OF DIRECTORS
AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (1) DIRECTORS (TOTAL NUMBER:__) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (11) FIVE SENIOR OFFICERS: | SEE INSTRUCTION # 2 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (111) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

---

(a) State in the form of the table shown above separately for each of the following, the aggregate remuneration paid or payable by the issuer and its subsidiaries in respect of the issuer's last completed financial year to:

(i) the directors of the issuer in their capacity as directors of the issuer and any of its subsidiaries,

(ii) the five senior officers of the issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the issuer and any of its subsidiaries, and

(iii) the officers of the issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers,

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State, where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the issuer or any of its subsidiaries pursuant to an existing plan to persons to whom paragraph (a) applies.

Instructions:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate in favour of officers or directors) not included in income from an office or employment and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. If any portion of any of the amounts to be disclosed under paragraph (a) was paid by one or more subsidiaries of the issuer other than wholly-owned subsidiaries, the amount paid by each such subsidiary shall be separately disclosed together with the names of the subsidiaries. For this purpose, a wholly-owned subsidiary means a subsidiary all of the outstanding shares of which (other than shares whose participation in the profits of the issuer is limited to a fixed or determinable entitlement to dividends) are owned by or for the issuer or by or for other corporations in a like relationship with the issuer.

4. For the purpose of paragraph (c), "plan" includes all plans, contracts, authorization or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer or any of its subsidiaries but does not include the Canada Pension Plan or a similar government plan.

5. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer or any of its subsidiaries.

6. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

Item 27 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 28 - Options to Purchase Securities:

Furnish the information referred to in Instruction 1, if possible in tabular form, as to options to purchase securities from the issuer or any of its subsidiaries:

(i) held or proposed to be held by all senior officers as a group, and directors who are not also senior officers as a group, without naming them, indicating the aggregate number of senior officers and the aggregate number of directors to whom the information applies;

(ii) held or proposed to be held by all directors and senior officers of any subsidiary of the issuer as a group, without naming them;

(iii) held or proposed to be held by all other employees of the issuer as a group, without naming them;

(iv) held or proposed to be held by all other employees of any subsidiary of the issuer as a group, without naming them; and

(v) held or proposed to be held by any other person or company, naming each such person or company,

which are outstanding as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, or which are subsequently given or proposed to be given.

Instructions:

1. Describe the options, stating the material provisions including,

(i) the designation and number of the securities under option;

(ii) the purchase price of the securities under option and the expiration dates of such options;

(iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and

(iv) if reasonably ascertainable, the market value of the securities under option as of the specified date.

2. The term "option" as used herein includes all options, share purchase warrants or rights other than those issued to all securityholders of the same class on an equal basis or to all securityholders of the same class resident in Canada on an equal basis.

3. The extension of options shall be deemed the granting of options within the meaning of this item.

4. Where the market value of securities is not meaningful, it is permissible to state in lieu of such market value the formula by which the purchase price of the securities under option will be determined.

5. No reference need be made to any option disclosed in Item 2.

ITEM 29 - Escrowed Securities:

State as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated, the number of securities of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depositary, if any, the date of and the conditions governing the release of the securities from escrow:

TABLE

| Column 1 | Column 2 | Column 3 |
|---|---|---|
| Designation of class | Number of securities held in escrow | Percentage of class |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

ITEM 30 - Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated.

(a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the shares are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|
| Name and address | Designation of class | Type of ownership | Number of securities | Percentage of class |
| ..... | ..... | ..... | ..... | ..... |

(b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries, beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them:

TABLE

| Column 1 | Column 2 |
|---|---|
| Designation of Class | Percentage of Class |
| ..... | ..... |
| ..... | ..... |

Instructions:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through his direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).

2. For purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate as far as practicable, the respective holdings or voting securities that will exist after giving effect to the plan.

4. If any of the securities being offered are to be offered for the account of a securityholder name such securityholder and state the number or amount of the securities owned by him, the number or amount to be offered for his account, and the number or amount to be owned by him after the offering.

5. If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 29, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.

6. If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.

7. The word "issuer" as used in this item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

ITEM 31 - Prior Sales:

(a) State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or pro forma prospectus, or are to be sold, by the issuer or selling securityholder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.

(b) Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters provided that the Director may permit the omission of the information regarding trading volume.

Instruction:

In the case of sales by a selling securityholder, the information required by paragraph (a) may be given in the form of price ranges for each calendar month.

ITEM 32 - Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or pro forma prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:

(i) any director or senior officer of the issuer;

(ii) any shareholder named in answer to paragraph (a) of Item 30; and

(iii) any associate or affiliate of any of the foregoing persons or companies.

Instructions:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.

2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.

5. No information need be given in answer to this item as to any transaction or any interest therein, where,

   (i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

   (ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;

   (iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;

(iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed $50,000; or

(v) the transaction does not, directly or indirectly, involve remuneration for services, and,

(A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,

(B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and

(C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.

7. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

8. The word "issuer" as used in this item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

ITEM 33 - Location of Assets Encumbered Under Trust Indenture and Custodian of Portfolio Securities:

(a) Where capital securities of, or capital securities constituting all or part of, the investment portfolio of the issuer are charged, deposited, pledged, hypothecated or otherwise encumbered under a trust indenture, state where such capital securities are physically situate. If, as a part of any scheme of financing of or by the issuer, any capital securities of, or capital securities constituting all or part of, the investment portfolio of the issuer are to be charged, deposited, pledged, hypothecated or otherwise encumbered, state where such capital securities will be physically situate and indicate the persons or companies expected to be parties to the transaction.

(b) Where the primary business of the issuer, or of a subsidiary or affiliate of the issuer, is investing, reinvesting, owning, holding, or trading in securities, state the name, principal business address and the nature of the business of each person or company holding portfolio securities of the issuer, or of any subsidiary or affiliate of the issuer which is investing, reinvesting, owning, holding or trading in securities, as custodian and the jurisdiction in which the portfolio securities are physically situate.

(c) The name of the company holding assets encumbered under a trust indenture, or the name of the company holding portfolio securities as custodian may be omitted if it is a bank to which the Bank Act (Canada) applies, or otherwise with the consent of the Director.

Instructions:

1. The word "issuer" as used in this item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

2. The words "investment portfolio" as used in this item and in the instructions thereto include any security other than commercial paper acquired where a material activity of the issuer includes an activity referred to in subclause 1 (2) (*b*) (iii) of the Regulation.

3. Where the scheme of financing is not disclosed in answer to Instruction 4 of Item 5, Item 6, or Instruction 5 of Item 7, indicate the purpose of the scheme of financing. Where the scheme of financing is undertaken or proposed to be undertaken in connection with a take-over bid, so indicate. The source of capital for, and the intended offeree of, the proposed take-over bid need not be disclosed, provided that the provisions of Part XIX of the Act are complied with when the contemplated take-over bid is made.

4. Where the finance company is custodian of its portfolio securities, or where debt securities are issued without a trust indenture, describe

(i) provisions made for the safekeeping of portfolio and other securities and assets;

(ii) bonding arrangements, if any, for employees or agents dealing with portfolio and other securities and assets; and

(iii) corporate procedures for dealing with the purchase, sale and transfer of portfolio and other securities and assets.

ITEM 34 - Statement of Functions of Issuer:

(a) Where the predominant business of the issuer is investing, reinvesting, owning, holding or trading in securities, give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and to the extent that any such functions are not performed by bona fide employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:

(i) management of the non-financial investment holdings of the issuer;

(ii) providing supervision of lending policies;

(iii) management of the issuer;

(iv) providing collection policies;

(v) making investment decisions and supervising their execution; and

(vi) purchase and sale of the investment portfolio and brokerage arrangements relating thereto.

(b) Indicate whether the approval of the board of directors of the company is required for the acquisition of investments, and whether the board of directors of the company making the investment comprises nominees of the dominant interest in the finance company.

Instructions:

1. The word "issuer" as used in this item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

2. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto the name and address of only the principal broker need be given.

3. In giving information regarding purchase and sale of the investment portfolio and brokerage arrangements relating thereto give brief details of the following matters:

(i) the total cost during the last completed financial year of the issuer of securities acquired, distinguishing between,

(a) securities of or guaranteed by the government of any country or any political subdivision thereof;

(b) short term notes; and

(c) other securities;

(ii) the total cost of securities held at the beginning and at the end of the issuer's last completed financial year;

(iii) the formula, method or criteria used in allocating brokerage business to persons or companies engaged in the distribution of the securities of the issuer;

(iv) the formula, method or criteria used in allocating brokerage business to persons or companies furnishing statistical, research or other services to the issuer or to the manager of the issuer, and

(v) the amount of brokerage paid to the principal broker for the last three completed financial years, giving the total amount paid in each year and expressing the amount paid in each year as a percentage of the total brokerage paid by the issuer.

4. As used in this Form:

(a) "principal broker" includes,

(i) a person or company through whom the investment portfolio of the issuer is purchased or sold pursuant to a contractual arrangement with the issuer or the manager of the issuer providing for an exclusive right to purchase or sell the investment portfolio of the issuer or any feature which gives or is intended to give a broker or dealer a material competitive advantage over other brokers or dealers in respect of the purchase or sale of the investment portfolio of the issuer; or

(ii) a person or company, together with any affiliate, by or through whom 15 per cent or more of the securities transactions of the issuer were carried out in the last completed financial year of the issuer; and

(b) "brokerage arrangements" or "brokerage business" include all purchases and sales of the investment portfolio whether effected directly or through an agent.

5. If one or more persons or companies performs more than one of the functions referred to in this item, so state, giving details of all functions so performed.

6. Instruction 1 to Item 11 applies to this item with due alteration for points of detail.

ITEM 35 - Associated Persons:

Furnish the following information as to each person or company named in answer to paragraph (a) of Item 34:

1. If a named person or company is associated with the issuer or is a director or senior officer of or is associated with any affiliate of the issuer or is a director or senior officer of or is associated with any company which is associated with the issuer so state, and give particulars of the relationship.

2. If the issuer is associated with a named person or company or is associated with any affiliate of a named company or is associated with any company which is associated with the named person or company so state, and give particulars of the relationship.

3. If any person or company associated with the issuer is also associated with a named person or company so state, and give particulars of the relationships.

4. If a named person or company has a contract or arrangement with the issuer, give a brief description of the contract or arrangement, including the basis for determining the remuneration of the named person or company and give the amount of remuneration paid or payable by the issuer and its subsidiaries to such person or company during the last completed financial year of the issuer.

5. If a named person or company is associated with any other named person or company so state, and give particulars of the relationship.

6. Where and to the extent required by the Director, give the business experience of each named person or company and, in the case of a named company, the directors and officers thereof.

**ITEM 36 - Auditors, Transfer Agents and Registrars:**

**(a)** **State the name and address of the auditor of the issuer.**

**(b)** Where shares are offered state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

**Instructions:**

1. **The word "issuer" as used in this item includes, in addition to the issuer, any person directly or indirectly controlling or controlled by the issuer, or any person under direct or common control with the issuer.**

2. **Where the consolidated financial statements of the issuer are set out in the prospectus and the auditor of one or more subsidiaries is not the auditor of the issuer, set out the name and address of such auditor and the name and address of the company on which he reported and where such auditor has given a qualified report set out this fact in the prospectus. In addition, where an auditor of a subsidiary or affiliate makes a report in which the wording thereof has the effect of establishing a qualification of the report, file with the Commission the auditor's report, the financial statement reported on, and details applicable to the qualification.**

3. **Where any subsidiary or any affiliate of the issuer does not have the same financial year-end as the issuer, state the reasons for this policy.**

ITEM 37 - Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or pro forma prospectus, by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

Instructions:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.

2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.

3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.

4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 37 - Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 13; O. Reg. 190/80, s. 31 (1), *part*.

FORM 14

*Securities Act*

INFORMATION REQUIRED IN PROSPECTUS OF A NATURAL RESOURCE COMPANY

ITEM 1 - Distribution Spread:

The information called for by the following table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

| | Price to public | Underwriting discounts, commissions, or mark-ups | Proceeds to issuer or selling security-holder |
|---|---|---|---|
| Per unit | ..... | ..... | ..... |
| Total | ..... | ..... | ..... |

Instructions:

1. Only commissions paid or payable in cash or discounts granted by the issuer or selling securityholder and mark-ups by whomever paid are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder, except mark-ups, shall be set out following the table with a reference thereto in the second column of the table. Any finder's fee or similar payments shall be appropriately disclosed.

2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.

3. If the presentation of information in the form contemplated herein results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.

4. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.

5. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 26. State the portion of the expenses of distribution to be borne by the selling securityholder. State that the securities of the selling securityholder will not be sold until distribution of the issuer's securities is completed.

6. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2 - Plan of Distribution:

(a) If the securities being offered are to be sold through underwriters, give the names in full and addresses in full of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.

(b) Furnish the following information, if possible in tabular form: rights under option and underwriting agreements to purchase securities from the issuer or any of its subsidiaries which are outstanding as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, or which are proposed to be given and particulars of sub-option and sub-underwriting agreements outstanding or proposed to be given and particulars of any assignments or proposed assignments of any such agreements.

(c) State briefly the discounts, commissions and mark-ups to be allowed or paid to registrants, if not disclosed in Item 1, including all cash, securities, contracts or other consideration to be received by any registrant in connection with the sale of the securities.

(d) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate, where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

Instructions:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, or whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.

2. Describe the options, stating the material provisions including:

   (i) the designation and number of the securities called for by such options;

   (ii) the purchase prices of the securities called for and the expiration dates of such options; and

   (iii) the market value of the securities called for by such options as of the latest practicable date.

3. Where an underwriting is subject to a "market out" clause, a statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

   A sample paragraph is as follows:-

   Plan of Distribution

   "Under an agreement dated .....19... between the company and ..... as underwriter, the company has agreed to sell and the underwriter has agreed to purchase on .....19.. the ..... at a price of $.....payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for all of the .....if any of the..... are purchased under the agreement."

ITEM 3 - Market for Securities:

Where no bona fide market exists, or will exist after the distribution, state in bold face type on the first page:- "There is no market through which these securities may be sold." Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company or otherwise.

ITEM 4 - Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling security holder would be most likely to influence the investor's decision to purchase the security.

Instructions:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in item 10, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.

2. Appropriate cross references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5 - Use of Proceeds to Issuer:

(a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.

(b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfilment of any conditions.

Instructions:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient. Specify whether unallocated funds will be placed in a trust or escrow account, invested or added to the working capital of the company. Give details of the arrangements made for, and the persons responsible for the supervision of the trust or escrow account or the investments of unallocated funds and the investment policy to be followed. Where unallocated funds are to be added to working capital, indicate the reason for doing so.

2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.

3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, this item is to be answered as to the use of the proceeds of that indebtedness, if the indebtedness was incurred within the two preceding years.

4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.

ITEM 6 - Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

Instruction:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

ITEM 7 - Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated or where appropriate in notes thereto:

(i) particulars of the share and loan capital of the issuer;

(ii) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly-owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;

(iii) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis; and

(iv) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements.

TABLE

| COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 |
|---|---|---|---|---|
| Designation of security | Amount authorized or to be authorized | Amount outstanding as of the date of the most recent balance sheet contained in the prospectus | Amount outstanding as of a specific date within 30 days | Amount to be outstanding if all securities being issued are sold |
| ..... | ..... | ..... | ..... | ..... |

Instructions:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Do not include other indebtedness classified as current liabilities unless secured.

2. Include in the table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the table a cross reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.

3. Individual items of indebtedness which are not in excess of 3% of total assets as shown in the balance sheet referred to in Column 3 may be set out in a single aggregate amount under an appropriate caption such as "Sundry Indebtedness".

4. Where practicable, state in general terms the respective priorities of the indebtedness shown in the Table.

5. Give particulars of the amount, general description of and security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.

6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.

7. Set out in a note the number of shares subject to rights, options and warrants.

8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.

9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis, and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.

10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership in the capital and surplus of any subsidiary by the minority interest.

11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or pro forma prospectus. Where more than thirty days have elapsed from the date of the preliminary or pro forma prospectus, the information shall, if feasible, be updated to a date within thirty days of the prospectus.

12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amounts set out in Column 4 to be retired out of the proceeds of the issue.

ITEM 8 - Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by articles of association or otherwise and the date the corporation came into existence. If material state whether these have been amended.

Instructions:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 19.

2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 9 - Description of Business and Property of Issuer:

(a) Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general development of the business within the five preceding years.

(b) In the case of a company other than an oil and gas company, furnish the following information as to each of the properties, mines, and plants presently owned, leased, held under option or operated, or presently intended to be owned, leased, held under option or operated by the issuer or its subsidiaries:

(1) The location of, size of and means of access to the property;

(2) A brief description of the title, claim or lease under which the issuer or subsidiary has or will have the right to hold or operate the property, indicating any conditions which the issuer or subsidiary must meet in order to obtain or retain the property;

(3) (i) the names and addresses of all vendors of property purchased within the three years immediately preceding the date of the preliminary prospectus or the date of the pro forma prospectus

and the property acquired from each and if any such vendor is or was an insider or promoter of the issuer or an associate or affiliate of any insider or promoter of the issuer, so indicate, and

(ii) the names and addresses in full of every person or company who has received within the three years immediately preceding the date of the preliminary prospectus, or pro forma prospectus, or is to receive from any vendor a greater than 5 per cent interest in the shares or other consideration received or to be received by the vendor;

(4) A brief history of previous prospecting, exploration, development and operations, including the names of previous operators, in so far as known;

(5) (i) a brief description of the character, extent and condition of any underground exploration and development and any underground plant and equipment, and, if none, so state, and

(ii) a brief description of the character, extent and condition of any surface exploration and development and any surface plant and equipment, and, if none, so state.

(6) A brief description of the mineral deposits on the property and their dimensions, including the identity of their principal metallic or other constituents, in so far as known. If the work done has established the existence of reserves of proven, probable or possible ore, state:

(i) the estimated tonnage and grade of each such class of ore reserves; and

(ii) the name of the person making the estimates and the nature of his relationship to the issuer.

(7) Describe the work already done by the issuer under its present management on the property and the issuer's or subsidiary's proposed programme of exploration or development of the property. If the property is without a known body of commercial ore and the proposed programme is an exploratory search for ore, a statement to that effect shall be made.

(c) In the case of an oil or gas company furnish the following information as to the important oil and gas properties, plants, facilities and installations and other important properties presently owned, leased or held under option, or presently intended to be owned, leased or held under option by the issuer or its subsidiaries:

(1) The location, by fields, if possible, of all producing wells and all non-unitized wells capable of producing in which the issuer or its subsidiaries have an interest, indicating the total number of wells in each such field or other area, the interest of the issuer and its subsidiaries therein expressed in terms of net wells, distinguishing separately oil wells and gas wells;

(2) With respect to interests in properties on which no producing wells have been drilled, the gross acreage in which the issuer or its subsidiaries have an interest and the interest of the issuer and its subsidiaries therein expressed in terms of net leasable acreage, and the location of such acreage by geographical area;

(3) If exploration or development work is contemplated to be carried out so state and give the general nature and the proposed extent thereof;

(4) To the extent that such properties are not unitized and are capable of but are not producing, indicate the proximity of such properties to pipe lines or other means of transportation;

(5) The quantity and type of the estimated proved and developed reserves, proved undeveloped reserves, and probable additional reserves of crude oil, natural gas and natural gas liquids of the issuer and its subsidiaries together with particulars as to the accessibility of those reserves to gathering systems;

(6) The net crude oil, natural gas liquids and natural gas production of the issuer and its subsidiaries, including the interest of the issuer and its subsidiaries in the crude oil, natural gas liquids and natural gas production of any other person or company, for each of the last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus,and for the current year as at a date not more than four months prior to the date of the preliminary prospectus or pro forma prospectus;

(7) The number of wells the issuer or its subsidiaries have drilled or have participated in the drilling of for each of the last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus, and for the current year as at a date not more than four months prior to the date of the preliminary prospectus or pro forma prospectus, the number of such wells completed as producing wells and as dry holes, and the amount expended by the issuer and its subsidiaries during the five completed financial years and the portion of the current year on drilling and exploration activities;

(8) (i) If any properties of the issuer or its subsidiaries were acquired within the three years immediately preceding the date of the preliminary prospectus or pro forma prospectus or are intended to be acquired by the issuer or subsidiary from an insider or promoter of the issuer or an associate or affiliate of any insider or promoter, state the name and address of each such transferor, the relationship of each such transferor to the issuer or its subsidiaries and the consideration paid or intended to be paid to each such transferor; and

(ii) The names and addresses of every person or company who has received or is to receive greater than 5 per cent interest in the consideration received or to be received by any transferor referred to in clause (i).

Instructions:

1. The description called for by paragraph (a) of this item shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is necessary to understand the character and development of the business conducted by the combined enterprise.

2. In describing developments, information shall be given as to matters such as the following: the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries; the nature and results of any other material reorganization of the issuer or any of its subsidiaries; the acquisition or disposition of any material amount of assets otherwise than in the ordinary course of business; any material changes in the types of products produced or services rendered by the issuer and its subsidiaries; and any material changes in the mode of conducting the business of the issuer or its subsidiaries.

3. The information called for by paragraph (b) of this item shall only be given with respect to such of the properties of the issuer and its subsidiaries upon which, in whole or in part, the proceeds of the issue are to be expended or which are major producing properties. Information with respect to the other properties of the issuer and its subsidiaries shall be given in summary form.

4. The information required by clause (6) of paragraph (b) and clause (5) of paragraph (c) of this item may be given in reliance upon the report relating to such property required to be filed with the Commission pursuant to section 23 of the Regulation made under the Act if a statement to such effect is made in the prospectus.

5. In giving the information required by clauses (1) and (2) of paragraph (c) of this item include such ownership interests as fee interests, leasehold interests, royalty interests, interests in reservation and all other types of ownership interests and variations thereof.

**6. In giving the information required by clause (7) of paragraph (c) of this item, do not include the amounts expended for payments made for and under leases or other similar interests, but state separately for the years and period referred to in clause (7) the amounts paid or payable for and under the leases or other similar interests.**

**ITEM 10 - Risk Factors:**

(a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or speculation. Include such matters as:-

**(i) the pro forma dilution of the investment based on net tangible assets;**

**(ii) a comparison, in percentage of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 106 of the Act and underwriters for cash, property and services;**

**(iii) whether there is little probability of profit and little or no probability of resale of shares purchased;**

**(iv) the underwriter is not obligated to buy back shares except to the extent he may have oversold the offering and the buy-back price may be significantly lower than the original selling price;**

The information may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross reference is made to the place in the prospectus where the information is contained.

(b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the security holder's assessment of risk associated with the investment.

**ITEM 11 - Incorporation Within One Year - Preliminary Expenses:**

**Where a company has not been incorporated for more than one year prior to the date to which the most recent balance sheet contained in the prospectus is drawn up, state the amount or estimated amount of preliminary expenses, showing administrative and development expenses separately, including the amount already expended and the estimated future expenditures in each case.**

**ITEM 12 - Acquisitions:**

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

**ITEM 13 - Variations in Operating Results:**

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

**Instruction:**

**The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.**

**ITEM 14 - Asset and Earnings Coverage:**

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 47 of the Regulation.

**ITEM 15 - Promoters:**

If any person or company is or has been a promoter of the issuer or any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or pro forma prospectus, furnish the following information:

(a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer or from any of its subsidiaries and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.

(b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state his relationship, if any, with the issuer, any subsidiary, or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 16 - Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

Instruction:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 17 - Issuance of Shares:

(a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:

(i) dividend rights;

(ii) voting rights;

(iii) liquidation or distribution rights;

(iv) pre-emptive rights;

(v) conversion rights;

(vi) redemption, purchase for cancellation or surrender provisions;

(vii) sinking or purchase fund provisions;

(viii) liability to further calls or to assessment by the issuer; and

(ix) provisions as to modifications, amendment or variation of any such rights or provisions.

(b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

Instructions:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct résumé is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 18) ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

3. In addition to the summary referred to in instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 18 - Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefor including, without limiting the generality of the foregoing:

(a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.

(b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.

(c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.

(d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.

(e) Indicate any financial arrangements between the issuer and any of its affiliates or among its affiliates that could affect the security for the indebtedness.

Instruction:

Instructions 1, 2 and 3 to Item 17 apply to this item with due alteration for points of detail.

ITEM 19 - Issuance of Other Securities:

If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.

Instruction:

The instructions to Item 17 apply to this item with due alteration for points of detail.

ITEM 20 - Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus.

Instruction:

Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 21 - Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.

Instructions:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.

2. Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the principal business in which such company is engaged.

3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 22 - Remuneration of Directors and Senior Officers:

TABLE
REMUNERATION OF DIRECTORS
AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (1) DIRECTORS (TOTAL NUMBER:__) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (11) FIVE SENIOR OFFICERS: | SEE INSTRUCTION # 2 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (111) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

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(a) State in the form of the table shown above separately for each of the following, the aggregate remuneration paid or payable by the issuer and its subsidiaries in respect of the issuer's last completed financial year to:

(i) the directors of the issuer in their capacity as directors of the issuer and any of its subsidiaries,

(ii) the five senior officers of the issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the issuer and any of its subsidiaries, and

(iii) the officers of the issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers,

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State, where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the issuer or any of its subsidiaries pursuant to an existing plan to persons to whom paragraph (a) applies.

Instructions:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate in favour of officers or directors) not included in income from an office or employment and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. If any portion of any of the amounts to be disclosed under paragraph (a) was paid by one or more subsidiaries of the issuer other than wholly-owned subsidiaries, the amount paid by each such subsidiary shall be separately disclosed together with the names of the subsidiaries. For this purpose, a wholly-owned subsidiary means a subsidiary all of the outstanding shares of which (other than shares whose participation in the profits of the issuer is limited to a fixed or determinable entitlement to dividends) are owned by or for the issuer or by or for other corporations in a like relationship with the issuer.

4. For the purpose of paragraph (c), "plan" includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer or any of its subsidiaries but does not include the Canada Pension Plan or a similar government plan.

5. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer or any of its subsidiaries.

6. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

Item 23 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

**ITEM 24 - Options to Purchase Securities:**

**Furnish the information referred to in instruction 1, if possible in tabular form, as to options to purchase securities from the issuer or any of its subsidiaries:**

(i) held or proposed to be held by all senior officers as a group, and directors who are not also senior officers as a group, without naming them, indicating the aggregate number of senior officers and the aggregate number of directors to whom the information applies;

**(ii) held or proposed to be held by all directors and senior officers of any subsidiary of the issuer as a group, without naming them;**

**(iii) held or proposed to be held by all other employees of the issuer as a group, without naming them;**

**(iv) held or proposed to be held by all other employees of any subsidiary of the issuer as a group without naming them; and**

**(v) held or proposed to be held by any other person or company, naming each such person or company,**

**which are outstanding as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, or which are subsequently given or proposed to be given.**

Instructions:

1. Describe the options, stating the material provisions including,

   (i) the designation and number of the securities under option;

   (ii) the purchase price of the securities under option and the expiration dates of such options;

   (iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and

   (iv) if reasonably ascertainable, the market value of the securities under option as of the specified date.

2. The term "option" as used herein includes all options, share purchase warrants or rights other than those issued to all securityholders of the same class on an equal basis or to all security-holders of the same class resident in Canada on an equal basis.

3. The extension of options shall be deemed the granting of options within the meaning of this item.

4. Where the market value of securities is not meaningful, it is permissible to state in lieu of such market value the formula by which the purchase price of the securities under option will be determined.

5. No reference need be made to any option disclosed in Item 2.

ITEM 25 - Escrowed Shares

State as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated, the number of securities of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depositary, if any, the date of and the conditions governing the release of the securities from escrow:

TABLE

| COLUMN 1 | COLUMN 2 | COLUMN 3 |
|---|---|---|
| Designation of class | Number of securities held in escrow | Percentage of class |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

ITEM 26 - Principal Holders of Securities

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated:

(a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

| COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 |
|---|---|---|---|---|
| Name and address | Designation of class | Type of ownership | Number of securities owned | Percentage of class |
| ..... | ..... | ..... | ..... | ..... |

(b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them.

TABLE

| COLUMN 1 | COLUMN 2 |
|---|---|
| Designation of class | Percentage of class |
| ..... | ..... |

Instructions:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through his direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).

2. For purposes of paragraph (a), shares owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate, as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.

4. If any of the securities being offered are to be offered for the account of a securityholder, name such securityholder and state the number or amount of the securities owned by him, the number or amount to be offered for his account, and the number or amount to be owned by him after such offering. State the date the securityholder acquired the shares and the cost to him in the aggregate and on a per security basis.

5. If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 25, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.

6. If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.

**ITEM 27 - Intercorporate Relationships**

(a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.

(b) Clearly illustrate by way of a diagram or otherwise the intercorporate relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).

(c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or pro forma prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

**TABLE**

| Name and address of company | Nature of its principal business | Percentage of securities of any class beneficially owned, directly or indirectly | Percentage of book value of issuer's assets invested therein |
|---|---|---|---|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

**INSTRUCTION:**

1. **If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate insofar as practicable the status to exist upon consummation of the plan.**

2. The name of any particular subsidiary may be omitted if

   (a) - the assets of the subsidiary, or

   - the investment in and advances to the subsidiary by its parent and the parent's other subsidiaries

   if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;

   (b) **the sales and operating revenues of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and**

   (c) **the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.**

**ITEM 28 - Prior Sales**

(a) **State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or pro forma prospectus, or are to be sold, by the issuer or selling security-holder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.**

(b) Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters for each of the past twelve months provided that the Director may permit the omission of the information regarding trading volume.

**Instructions:**

1. **In the case of sales by a selling securityholder the information required by paragraph (a) may be given in the form of price ranges for each calendar month.**

2. **Where sales are made to insiders or their associates, or to employees under a stock option, or where stock options or warrants were granted to any person or company, indicate to whom and at what price such sales were made or to whom such stock options or warrants were granted.**

**ITEM 29 - Interest of Management and Others in Material Transactions**

**Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or pro forma prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:**

**(i) any director or senior officer of the issuer;**

**(ii) any shareholder named in answer to paragraph (a) of Item 26; and**

**(iii) any associate or affiliate of any of the foregoing persons or companies.**

**Instructions:**

1. **Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.**

2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts, commissions or mark-ups upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.

5. No information need be given in answer to this item as to any transaction or any interest therein, where,

(i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

(ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;

(iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture of other similar services; or

(iv) the transaction does not, directly or indirectly, involve remuneration for services, and,

(A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,

(B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and

(C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.

7. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 30 - Auditors, Transfer Agents and Registrars

(a) State the name and address of the auditor of the issuer.

(b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 31 - Material Contracts

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or pro forma prospectus by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

Instructions:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.

2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.

3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.

4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 32 - Other Material Facts

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 14; O. Reg. 602/79, s. 9; O. Reg. 190/80, ss. 31 (1), *part*; 32.

FORM 15

*Securities Act*

INFORMATION REQUIRED IN PROSPECTUS OF A MUTUAL FUND

ITEM 1 - Price of Securities on Sale or Redemption:

(a) Describe briefly the method followed or to be followed by the issuer in determining the price at which its securities will be offered for sale and redeemed.

Instructions:

1. State the frequency with which the offering or redemption price is determined and the time when the price becomes effective.

2. Describe the rules used for the valuation of the issuer's assets and liabilities for the purpose of calculating net asset value and disclose all instances, within the past three years, when the discretion to deviate from these rules, if any, was exercised.

3. Explain fully any difference in the price at which securities are offered for sale and the redemption price.

(b) State the sales charge expressed as a percentage of the total amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer. State the redemption charge, if any, expressed as a percentage of the redemption price.

Instructions:

1. If the sales or redemption charge varies on a quantity basis give particulars thereof indicating the quantities and the respective charges applicable thereto.

2. Indicate briefly any difference in the sales charge imposed upon the sale of securities in connection with the conversion or exchange of securities or the reinvestment of dividends and similar distributions.

3. In this form, "sales charge" includes all service charges including charges relating to such matters as cost of the establishment of a contractual plan and the cost of the continuing administration and maintenance of such a plan.

4. When giving particulars of the sales charge with respect to a contractual plan indicate when during the term of the plan the sales charge will be deducted.

5. Give particulars of the entitlement of the purchaser of a contractual plan to a refund of any sales charge incurred if the contractual plan is terminated during the term of such plan.

(c) Describe briefly any specific authorization or requirement to reinvest the proceeds of dividends or similar distributions in the issuer's securities.

(d) State the penalty, if any, for early redemption.

ITEM 2 - Method of Distribution:

Outline briefly the method of distribution of the securities being offered. If sales of securities are to be effected through an arrangement with a principal distributor, give brief details of any arrangements made with the principal distributor. See Items 22 and 23.

Instructions:

1. State whether it is the intention of the issuer to engage in the continuous sale of the securities of the issuer.

2. If the securities being offered are to be sold by way of a contractual plan whereby the purchaser agrees to make regular periodic payments for the securities offered, give brief particulars of the contractual plan, including,

(i) minimum initial investment;

(ii) subsequent minimum investment;

(iii) sales charge deductions from such minimum investments; and

(iv) sales charges as a percentage of the amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer.

(v) the total amount invested contrasted to the amount paid by the purchaser.

3. As used in this Form, "principal distributor" includes,

(i) a person or company through whom securities of the issuer are distributed pursuant to a contractual arrangement with the issuer or the manager providing for an exclusive right to distribute the securities in a particular area or any feature which gives or is intended to give a distributor a material competitive advantage over other distributors in respect of the securities offered, or

(ii) a person or company, together with any affiliate, by or through whom 25 per cent or more of the securities of the issuer which were distributed during the last completed financial year of the issuer,were distributed.

4. With the consent of the Director, a person or company who would otherwise be a principal distributor may, with respect to any one or more of the items of disclosure required by this Form be treated as not coming within the definition of a principal contributor.

5. See Instruction 3 to Item 1(b).

ITEM 3 - Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer would be most likely to influence the investor's decision to purchase the security.

Instructions:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in item 6, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities

2. Appropriate cross references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 4 - Name and Incorporation of Issuer:

State the full name of the issuer and the address of its head office and principal office. State the laws under which the issuer was formed, and whether by articles of incorporation, trust indenture or otherwise and the date the issuer came into existence. If material, state whether the documents have been amended.

Instruction:

Particulars of any such documents need be set out only if material to the securities offered by the prospectus. See Item 15.

ITEM 5 - Description of Business:

(a) Briefly describe the business of the issuer.

(b) If the issuer has engaged in any business other than that of a mutual fund during the past five years, state the nature of the other business and give the approximate date on which the issuer commenced to operate as a mutual fund. If the issuer's name was changed during the period, state its former name and the date on which it was changed. Indicate briefly the nature and results of any bankruptcy, receivership or similar proceedings or any other material re-organization of the issuer during the period.

(c) If during the past two years any affiliate of the issuer had any material interest, direct or indirect, in any transaction involving the purchase of any substantial amount of assets presently held by the issuer, describe the interest of the affiliate in such transaction and state the cost of such assets to the purchaser and to the seller.

ITEM 6 - Risk Factors:

(a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or

speculation. The information may be given in the body of the prospectus if an appropriate reference is made on the first page of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross reference is made to the place in the prospectus where the information is contained.

(b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the security holder's assessment of risk associated with the investment.

ITEM 7 - Investment Objectives:

Precisely state the investment objectives of the issuer.

Instruction:

Aims such as long-term capital appreciation or current income and the types of securities in which the issuer will invest should be described.

ITEM 8 - Investment Practices and Restrictions:

Where it is the policy or proposed policy of the issuer to engage in any of the following types of activities state the policy and the activity. Outline the extent, if any, to which the issuer has engaged in each of the activities during the last five years. Indicate which of the policies may not be changed without securityholder approval,

(a) the issuance of securities other than the securities offered;

(b) the borrowing of money;

(c) the underwriting of securities of other issuers;

(d) the concentration of investments in a particular class or kind of industry;

(e) the purchase and sale of real estate;

(f) the purchase and sale of commodities or commodity future contracts;

(g) the making of loans, whether secured or unsecured;

(h) the investment of a specific proportion of assets of the issuer in a specific type of security (for example, bonds, preferred shares, money market instruments);

(i) the investment of more than 10 per cent of the assets of the issuer in the securities of any one company;

(j) the investment in more than 10 per cent of the securities of any one company;

(k) the investment in securities of companies for the purpose of exercising control or management;

(l) the investment in securities of investment companies or other mutual funds;

(m) the purchase or sale of mortgages;

(n) the purchase of securities on margin or selling short;

(o) the investment in securities which are not fully paid;

(p) the investment in illiquid securities and securities subject to restriction on resale;

(q) the investment in foreign securities;

(r) the investment in gold or gold certificates;

(s) the pledging, mortgaging or hypothecating of the issuer's assets;

(t) the sale or purchase of portfolio securities to or from directors or officers of the issuer or of the manager;

(u) the guaranteeing of securities or obligations of any issuer;

(v) the purchase of options, rights and warrants;

(w) the writing of covered or uncovered clearing corporation options;

(x) the investment in a security which may require the purchaser to make an additional contribution beyond the price of the security;

(y) any investment other than in securities.

Instructions:

1. It is not necessary to state the policy or list an activity in which the issuer has not and does not propose to be engaged.

2. For the purposes of clause (g), the purchase of debt securities for investment purposes is not to be considered the making of a loan by the issuer.

3. For the purposes of clause (p), where the issuer invests in securities subject to restriction on resale, describe how the securities are to be valued in the determination of net asset value of the fund.

ITEM 9 - Diversification of Assets:

Furnish in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or pro forma prospectus with respect to each issuer 5 per cent or more of whose securities of any class are beneficially owned directly or indirectly by the mutual fund or any of its subsidiaries.

TABLE

| Name and Address of company | Nature of its principal business | Percentage of securities of and class owned by issuer | Percentage of value of issuer's assets invested therein |
|---|---|---|---|

Instruction:

Where no material change has occurred in the information required by this item since the date of the financial statements included in the prospectus, the information may be given as at the date of the financial statements.

ITEM 10—Management Fees:

(a) Indicate the method of determining the amount of management fees and, distinguishing between those charged to the issuer and those charged directly to security holders, other expenses, if any, and make a cross reference to the financial statements for details as to the amount of management fees and other expenses, if any, which have been charged to the issuer.

(b) Set out in tabular form a record of management expense ratio comprising the aggregate of all fees and other expenses paid or payable by the issuer during each of the last five completed financial years as a percentage of average net assets under administration during each of those periods. Such disclosure should also include a brief description of the method of calculating the percentage and a statement that the management expense ratio may vary from mutual fund to mutual fund.

Instructions:

1. Where management fees are changed or are proposed to be changed and where such change would have had an effect on the management expense ratio for the most recent financial year, if the change had been in effect throughout that year, the effect of such change should be disclosed.

2. Where the financial year is other than a full year, the management expense ratio should be annualized, the period covered specified and a statement made that the management expense ratio is annualized.

3. For the purposes of this item, "average net assets" should be calculated to be the average of the net assets determined at each valuation date of the issuer and before the deduction of management fees and other expenses, and the term "other expenses" means all other expenses incurred in the course of ordinary business relating to the organization, management and operation of the issuer with exception of the commissions and brokerage fees on the purchase and sale of portfolio securities and taxes of all kinds, other than penalties, to which the issuer is subject.

4. Where an issuer invests in another mutual fund the management expense ratio shall be calculated on the basis of those assets of the issuer on which a management fee is charged.

5. The financial statements should set out in appropriate detail the amounts of the management fee and other expenses, if any, which have been charged to the issuer.

6. The basis or rates of charges levied against security holders rather than the issuer for special services such as trustee fees for registered retirement savings plans, redemption fees, conversion of investments from one fund to another within related mutual funds, or any other specific service charge to a class of investors, should be disclosed separately, in a single table, and should not be included as part of the management expense ratio.

ITEM 11 - Tax Status of Issuer:

State in general terms the bases upon which the income and capital receipts of the issuer are taxed.

ITEM 12 - Tax Status of Securityholder:

State in general terms the income tax consequences to the holders of the securities offered hereby of:

(a) any distribution to such holders in the form of dividends or otherwise, including amounts beneficially received by way of reinvestment;

(b) redemption;

(c) sale;

(d) transfer to another mutual fund, if applicable.

ITEM 13 - Promoters:

If any person or company is or has been a promoter of the issuer within the five years immediately preceding the date of the preliminary prospectus or pro forma prospectus, furnish the following information:

(a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights or any kind) received or to be received by each promoter directly or indirectly from the issuer and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer.

(b) As to any assets acquired within the past two years or to be acquired by the issuer from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state his relationship, if any, with the issuer or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 14 - Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer is a party or of which any of its property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

Instruction:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested and the present status of the proceedings.

ITEM 15 - Description of Shares Offered:

(a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:

(i) dividend rights;

(ii) voting rights;

(iii) liquidation or distribution rights;

(iv) pre-emptive rights;

(v) conversion rights;

(vi) redemption, purchase for cancellation or surrender provisions;

(vii) liability to further calls or to assessment by the issuer; and

(viii) provisions as to modification, amendment or variation of any such rights or provisions.

(b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

Instructions:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

3. In addition to the summary referred to in instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 16 - Issuance of Other Securities:

If securities other than shares are being offered, outline briefly the rights evidenced thereby.

Instruction:

The instructions to Item 15 apply to this item with due alteration for points of detail.

ITEM 17 - Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer including income beneficially received by way of dividend reinvestment, during its last five completed financial years preceding the date of the preliminary prospectus or pro forma prospectus.

Instruction:

Dividends should be set out on a per security basis, shown separately for each class of security in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 18 - Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors, trustees and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations, within the five preceding years, of each director, trustee and officer.

Instructions:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.

2. Where the principal occupation of a director, trustee or officer is that of an officer of a company other than the mutual fund, state the business in which such company is engaged.

3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 19 - Remuneration of Directors, trustees and Senior Officers:

TABLE
REMUNERATION OF DIRECTORS
AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (1) DIRECTORS (TOTAL NUMBER:__)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 1<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |
| (11) FIVE SENIOR OFFICERS:<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 2<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |
| (111) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 1<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

(a) State in the form of the table shown above separately for each of the following the aggregate remuneration paid or payable by the issuer in respect of the issuer's last completed financial year to:

(i) the directors or trustees of the issuer in their capacity as directors or trustees of the issuer,

(ii) the five senior officers of the issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the issuer, and

(iii) the officers of the issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers.

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State, where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the issuer pursuant to an existing plan to persons to whom paragraph (a) applies.

Instructions:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate in favour of officers or directors) not included in income from an office or employment and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. For the purpose of paragraph (c), "plan" includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer but does not include the Canada Pension Plan or a similar government plan.

4. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer.

5. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

Item 20 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 21 - Custodian of Portfolio Securities:

(a) State the name, principal business address and the nature of the business of each person or company holding portfolio securities of the issuer as custodian and the jurisdiction in which the portfolio securities are physically situate. The name of the custodian may be omitted if it is a bank to which the Bank Act (Canada) applies, or otherwise with the consent of the Director.

(b) Give brief details of the contractual arrangements made with the custodian.

ITEM 22 - Statement of Functions of Issuer and Distribution of Securities:

(a) Give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and to the extent that any such functions are not performed by bona fide employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:

(i) management of the issuer other than management of the investment portfolio;

(ii) management of the investment portfolio;

(iii) providing investment analysis;

(iv) providing investment recommendations;

(v) making investment decisions;

(vi) purchase and sale of the investment portfolio and brokerage arrangements relating thereto; and

(vii) distribution of the securities offered.

(b) List the names and addresses in full, or, alternatively, solely the municipality of residence or postal address of all directors and officers of the companies named in answer to paragraph (a) of this item.

(c) Indicate the method of determining the amount of management fees and state the total of such fees paid during each of the last five completed financial years and separately for the period from the last completed financial year to a date within thirty days of the preliminary prospectus or pro forma prospectus.

(d) Indicate the circumstances under which the management agreement may be terminated.

(e) Indicate conflicts of interest or potential conflicts of interest between the issuer and the persons and companies named in answer to (a).

Instructions:

1. Where an alternate address is listed, the Director may request that the home address in full be furnished to the Commission.

2. In giving information regarding distribution of securities the name and address of only the principal distributor need be given.

3. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto the name and address of only the principal broker need be given.

4. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto give brief details of the following matters:

    (i) the total cost during the last completed financial year of the issuer of securities acquired, distinguishing between,

        (a) securities of or guaranteed by the government of any country, or any political subdivision thereof;

        (b) short-term notes; and

        (c) other securities;

(ii) the total cost of securities held at the beginning and at the end of the issuer's last completed financial year;

(iii) the formula, method or criteria used in allocating brokerage business to persons or companies engaged in the distribution of the securities of the issuer;

(iv) the formula, method or criteria used in allocating brokerage business to persons or companies furnishing statistical, research or other services to the issuer or the manager of the issuer; and

(v) the amount of brokerage paid to the principal broker for the last three completed financial years, giving the total amount paid in each year and expressing the amount paid in each year as a percentage of the total brokerage paid by the issuer.

5. If one or more persons or companies performs more than one of the functions referred to in this item, so state, giving details of all functions so performed.

6. As used in this Form:

(a) "principal broker" includes,

(i) a person or company through whom the investment portfolio of the issuer is purchased or sold pursuant to a contractual arrangement with the issuer or the manager of the issuer providing for an exclusive right to purchase or sell the investment portfolio of the issuer or any feature which gives or is intended to give a broker or dealer a material competitive advantage over other brokers or dealers in respect of the purchase or sale of the investment portfolio of the issuer, or

(ii) a person or company, together with any affiliate, by or through whom 15 per cent or more of the securities transactions of the issuer were carried out; and

(b) "brokerage arrangements" or "brokerage business" include all purchases and sales of the investment portfolio, whether effected directly or through an agent.

7. With the consent of the Director, a person or company who would otherwise be a principal broker may, with respect to any one or more of the items of disclosure required by this Form, be treated as not coming within the definition of a principal broker.

ITEM 23 - Associated Persons:

Furnish the following information as to each person or company named in answer to paragraph (a) of Item 22:

1. If a named person or company is associated with the issuer or is a director or senior officer of or is associated with any affiliate of the issuer or is a director or senior officer of or is associated with any company which is associated with the issuer, so state, and give particulars of the relationship.

2. If the issuer is associated with a named person or company or is associated with any affiliate of a named company or is associated with any company which is associated with the named person or company, so state, and give particulars of the relationship.

3. If any person or company associated with the issuer is also associated with a named person or company, so state, and give particulars of the relationship.

4. If a named person or company has a contract or arrangement with the issuer, give a brief description of the contract or arrangement, including the basis for determining the remuneration of the named person or company and give the amount of remuneration paid or payable by the issuer and its subsidiaries to such person or company during the last completed financial year of the issuer.

5. If a named person or company is associated with any other named person or company, so state, and give particulars of the relationship.

6. Where and to the extent required by the Director, give the business experience of each named person or company and, in the case of a named company, the directors and officers thereof.

ITEM 24 - Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or pro forma prospectus, in substantially the tabular form indicated:

(a) The number of securities of each class of voting securities of:

(i) the issuer; and

(ii) the manager of the issuer;

owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by such issuer or manager to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 5 whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 6 and 7 the respective amounts and percentages known by the issuer or manager to be owned in each such manner.

TABLE

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|
| Name and address | Name of company | Issuer or relationship thereto | Designation of class | Type of ownership | Number of securities owned | Percentage of class |

(b) If any person or company named in answer to paragraph (a) owns of record or beneficially, directly or indirectly, more than 10 per cent of,

(i) any class of voting securities of the principal distributor or the principal broker of the issuer or any parent or subsidiary thereof, or

(ii) any proprietorship interest in the principal distributor or the principal broker of the issuer,

give the percentage of such securities or the percentage of such proprietorship interest so owned by such person or company.

(c) The percentage of securities of each class of voting securities beneficially owned, directly or indirectly, by all the directors, trustees and senior officers,

(i) of the issuer in the issuer or in a parent or subsidiary thereof, and

(ii) of the manager of the issuer in such manager or in a parent or subsidiary thereof,

in the case of each company as a group, without naming them.

TABLE

| Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|
| Name of Company | Issuer or relationship thereto | Designation of class | Percentage of class |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

INSTRUCTIONS:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through his direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).

2. For the purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. For the purposes of clause (i) of paragraph (a), where no material change has occurred in the information required by such clause since the date of the financial statements included in the prospectus, information may be given as of the date of the financial statements.

4. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate, as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.

5. If, to the knowledge of the issuer, more than 10 per cent of any class of voting securities of the issuer or if, to the knowledge of the manager of the issuer, more than 10 per cent of any class of voting securities of such manager are held or are to be held subject to any voting trust or other similar agreement, state the designation of such securities, the number held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.

6. If, to the knowledge of the issuer, the parent of the issuer, the manager or the parent of the manager, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of voting securities of the issuer.

ITEM 25 - Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of, any material interest direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or pro forma prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer:

(i) the manager of the issuer;

(ii) the principal distributor of the issuer;

(iii) the principal broker of the issuer;

(iv) any director, senior officer or trustee of the issuer or of any company referred to in clauses (i), (ii) or (iii) hereof;

(v) any securityholder named in answer to paragraph (a) of Item 24; and

(vi) any associate or affiliate of any of the foregoing persons or companies.

Instructions:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.

2. As to any transaction involving the purchase or sale of assets by or to the issuer otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.

4. No information need be given in answer to this item as to any transaction or any interest therein, where,

(i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

(ii) the interest of a specified person or company in the transaction is solely that of a director or another company that is a party to the transaction;

(iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;

(iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed $50,000; or

(v) the transaction does not, directly or indirectly, involve remuneration for services, and

(A) the interest of a specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,

(B) the transaction is in the ordinary course of business of the issuer.

5. Information shall be furnished in answer to this item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.

6. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 26 - Auditors, Transfer Agents and Registrars:

(a) State the name and address of the auditor of the issuer.

(b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 27 - Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or pro forma prospectus, by the issuer and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

Instructions:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.

2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This item does not require disclosure of contracts entered into in the ordinary course of business of the issuer.

3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.

4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 28 - Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items.

O. Reg. 478/79, Form 15; O. Reg. 190/80, ss. 31 (1), *part*; 33.

## FORM 15A

*Securities Act*

### INFORMATION REQUIRED IN SUMMARY STATEMENT OF A MUTUAL FUND

General Instruction:

The Summary Statement is intended to be a concise presentation in plain language of the information required. The requirements and the instructions relating thereto should be read in light of this intention and the presentation of such information in the Summary Statement should reflect this intention.

ITEM 1--Name and Incorporation of Issuer

State the full name of the issuer and the address of its head office and principal office. State the laws under which the issuer was formed, the manner and date of formation and the promoter, if any. If the issuer's name was changed during the past twelve months state its former name and the date on which it was changed.

ITEM 2--Description of Business

Briefly describe the business of the issuer.

ITEM 3--Risk Factors

(a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or of the securities being offered, an introductory statement shall be made on the first page summarizing the factors which make the purchase a risk or speculation. The information may be given in the body of the Summary Statement if an appropriate reference is made on the first page to the risks and the speculative or promotional nature of the enterprise and a cross reference is made to the place in the Summary Statement where the information is contained.

(b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the security holder's assessment of risk associated with the investment.

ITEM 4--Description of Shares Offered

(a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:

(i) dividend rights;
(ii) voting rights;
(iii) liquidation or distribution of rights;
(iv) pre-emptive rights;
(v) conversion rights;
(vi) redemption, purchase for cancellation or surrender provisions;
(vii) liability to further calls or to assessment by the issuer; and
(viii) provisions as to modification, amendment or variation of any such rights or provisions.

(b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing act relating thereto, so state and explain briefly.

Instructions:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirements have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

ITEM 5--Issuance of Other Securities

If securities other than shares are being offered, outline briefly the rights evidenced thereby.

Instructions:

The instructions to Item 4 apply to this item with due alteration for points of detail.

ITEM 6--Price of Securities on Sale or Redemption

(a) Describe briefly the method followed or to be followed by the issuer in determining the price at which its securities will be offered for sale and redeemed.

Instructions:

1. State the frequency with which the offering or redemption price is determined and the time when the price becomes effective.

2. Describe the rules used for the valuation of the issuer's assets and liabilities for the purpose of calculating net asset value.

3. Explain fully any difference in the price at which securities are offered for sale and the redemption price.

(b) State the sales charge expressed as a percentage of the total amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer. State the redemption charge, if any, expressed as a percentage of the redemption price.

Instructions:

1. If the sales or redemption charge varies on a quantity basis give particulars thereof indicating the quantities and the respective charges applicable thereto.

2. Indicate briefly any difference in the sales charge imposed upon the sale of securities in connection with the conversion or exchange of securities or the re-investment of dividends and similar distributions.

3. In this form, "sales charge" includes all service charges including charges relating to such matters as cost of the establishment of a contractual plan and the cost of the continuing administration and maintenance of such a plan.

4. When giving particulars of the sales charge with respect to a contractual plan indicate when during the term of the plan the sales charge will be deducted.

5. Give particulars of the entitlement of the purchaser of a contractual plan to a refund of any sales charge incurred if the contractual plan is terminated during the term of such plan.

(c) Describe briefly any specific authorization or requirement to reinvest the proceeds of dividends or similar distributions in the issuer's securities.

(d) State the penalty, if any, for early redemption.

ITEM 7 - Method of Distribution

Outline briefly the method of distribution of the securities being offered. If sales of securities are to be effected through an arrangement with a principal distributor, give brief details of any arrangements made with the principal distributor. See Item 8.

Instructions:

1. State whether it is the intention of the issuer to engage in the continuous sale of the securities of the issuer.

2. If the securities being offered are to be sold by way of a contractual plan whereby the purchaser agrees to make regular periodic payments for the securities offered, give brief particulars of the contractual plan, including,

   (i) minimum initial investment;

   (ii) subsequent minimum investment;

   (iii) sales charge deductions from such minimum investments;

   (iv) sales charges as a percentage of the amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer;

(v) the total amount invested contrasted to the amount paid by the purchaser.

3. As used in this Form, "principal distributor" includes,

(i) a person or company through whom securities of the issuer are distributed pursuant to a contractual arrangement with the issuer or the manager providing for an exclusive right to distribute the securities in a particular area or any feature which gives or is intended to give a distributor a material competitive advantage over other distributors in respect of the securities offered, or

(ii) a person or company, together with any affiliate, by or through whom 25 per cent or more of the securities of the issuer which were distributed during the last completed financial year of the issuer were distributed.

4. With the consent of the Director, a person or company who would otherwise be a principal distributor may, with respect to any one or more of the items of disclosure required by this Form be treated as not coming within the definition of a principal distributor.

5. See Instruction 3 to Item 6(b).

ITEM 8 - Statement of Functions of Issuer and Distribution of Securities

(a) Give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and to the extent that any such functions are not performed by bona fide employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:

(i) management of the issuer other than management of the investment portfolio;

(ii) management of the investment portfolio;

(iii) providing investment analysis;

(iv) providing investment recommendations;

(v) making investment decisions; and

(vi) distribution of the securities offered.

(b) Refer the purchaser to the prospectus for information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto.

(c) Indicate the circumstances under which the management agreement may be terminated.

(d) Indicate conflicts of interest or potential conflicts of interest between the issuer and the persons and companies named in answer to (a).

Instructions:

1. Where an alternate address is listed, the Director may request that the home address in full be furnished to the Commission.

2. In giving information regarding distribution of securities the name and address of only the principal distributor need be given.

3. If one or more persons or companies performs more than one of the functions referred to in this item, so state, giving details of all functions so performed.

ITEM 9 - Management Fees

(a) Indicate the method of determining the amount of management fees and, distinguishing between those charged to the issuer and those charged directly to security holders, other expenses, if any, and make a cross reference to the financial statements contained in or accompanying the Summary Statement for details as to the amount of management fees and other expenses, if any, which have been charged to the issuer.

(b) Set out in tabular form in the body of the Summary Statement or by way of note to the financial statements contained in or accompanying the Summary Statement a record of management expense ratio comprising the aggregate of all fees and other expenses paid or payable by the issuer during each of the last five completed financial years as a percentage of average net assets under administration during each of those periods. Such disclosure should also include a brief description of the method of calculating the percentage and a statement that the management expense ratio may vary from mutual fund to mutual fund.

Instructions:

1. Where management fees are changed or are proposed to be changed and where such change would have had an effect on the management expense ratio for the most recent financial year, if the change had been in effect throughout that year, the effect of such change should be disclosed.

2. Where the financial year is other than a full year, the management expense ratio should be annualized, the period covered specified and a statement made that the management expense ratio is annualized.

3. For the purposes of this item, "average net assets" should be calculated to be the average of the net assets determined at each valuation date of the issuer and before the deduction of management fees and other expenses, and the term "other expenses" means all other expenses incurred in the course of ordinary business relating to the organization, management and operation of the issuer with exception of the commissions and brokerage fees on the purchase and sale of portfolio securities and taxes of all kinds, other than penalties, to which the issuer is subject.

4. Where an issuer invests in another mutual fund the management expense ratio shall be calculated on the basis of those assets of the issuer on which a management fee is charged.

5. The financial statements contained in or accompanying the Summary Statement should set out in appropriate detail the amounts of the management fee and other expenses, if any, which have been charged to the issuer.

6. The basis or rates of charges levied against security holders rather than the issuer for special services such as trustee fees for registered retirement savings plans, redemption fees, conversion of investments from one fund to another within related mutual funds, or any other specific service charge to a class of investors, should be disclosed separately, in a single table in the body of the Summary Statement or in the financial statements and should not be included as part of the management expense ratio.

ITEM 10 - Investment Objectives and Practices

(a) Precisely state the investment objectives of the issuer.

(b) Where it is the policy or proposed policy of the issuer to engage in any of the following types of activities state the policy and the activity. Indicate which of the policies may not be changed without security holder approval.

(i) the issuance of securities other than the securities offered;
(ii) the borrowing of money;
(iii) the underwriting of securities of other issuers;
(iv) the concentration of investments in a particular class or kind of industry;
(v) the purchase and sale of real estate;
(vi) the purchase and sale of commodities or commodity futures contracts;
(vii) the making of loans, whether secured or unsecured;
(viii) the investment of a specific proportion of assets of the issuer in a specific type of security (for example, bonds, preferred shares, money market instruments);

(ix) the investment of more than 10 per cent of the assets of the issuer in the securities of any one company;

(x) the investment in more than 10 per cent of the securities of any one company;

(xi) the investment in securities of companies for the purpose of exercising control or management;

(xii) the investment in securities of investment companies or other mutual funds;

(xiii) the purchase or sale of mortgages;

(xiv) the purchase of securities on margin or selling short;

(xv) the investment in securities which are not fully paid;

(xvi) the investment in illiquid securities and securities subject to restriction on resale;

(xvii) the investment in foreign securities;

(xviii) the investment in gold or gold certificates;

(xix) the pledging, mortgaging or hypothecating of the issuer's assets;

(xx) the sale or purchase of portfolio securities to or from directors or officers of the issuer or of the manager;

(xxi) the guaranteeing of securities or obligations of any issuer;

(xxii) the purchase of options, rights and warrants;

(xxiii) the writing of covered or uncovered clearing corporation options;

(xxiv) the investment in a security which may require the purchaser to make an additional contribution beyond the price of the security.

Instructions:

1. Aims such as long-term capital appreciation or current income and the types of securities in which the issuer will invest should be described.

2. It is not necessary to state the policy or list an activity in which the issuer has not and does not propose to be engaged.

3. For the purposes of clause vii, the purchase of debt securities for investment purposes is not to be considered the making of a loan by the issuer.

4. For the purposes of clause xvi, where the issuer invests in securities subject to restriction on resale, describe how the securities are to be valued in the determination of net asset value of the fund.

ITEM 11--Dividend Record

State, in the body of the Summary Statement or by way of note to the financial statements contained in or accompanying the Summary Statement, the amount of dividends or other distributions, if any, paid by the issuer including income beneficially received by way of dividend reinvestment during its last five completed financial years preceding the date of the Summary Statement. This information may alternatively be present in the financial statements contained in, or accompanying, a Summary Statement.

Instructions:

Dividends should be set out on a per security basis, shown separately for each class of security in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 12--Legal Proceedings

Briefly describe any legal proceedings material to the issuer to which the issuer is a party or of which any of its property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

Instructions:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested and the present status of the proceedings.

ITEM 13--Tax Status of Security holder

State in general terms the income tax consequences to the holders of the securities offered hereby of:

(a) any distribution to such holders in the form of dividends or otherwise, including amounts beneficially received by way of investment;
(b) redemption;
(c) sale;
(d) transfer to another mutual fund, if applicable.

ITEM 14--Auditors, Transfer Agents and Registrars

(a) State the name and address of the auditor of the issuer.

(b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfer of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 15--Provision of Prospectus

State that a copy of the prospectus which was filed with the Summary Statement will be provided to the purchaser on request.

ITEM 16--Certificate

State that the public files of the Ontario Securities Commission contain a certificate that was filed at the same time as the current prospectus was filed and signed by the same persons who signed the certificate in the prospectus under subsection 57 (1) of the Act which certificate states that the Summary Statement continues to contain no untrue statement of a material fact and does not omit to state a material fact that is necessary to make a statement not misleading in the light of the circumstances in which it was made. O. Reg. 190/80, s. 34.

FORM 16

*Securities Act*

ESCROW AGREEMENT FOR A
NATURAL RESOURCE COMPANY

THIS AGREEMENT made in triplicate

this.....day of.....,

A.D. 19.....

AMONG:

(hereinafter jointly and severally called the "Vendors" of the First Part) and

(hereinafter called the "Trustee" of the Second Part) and

(hereinafter called the "Issuer" of the Third Part)

WHEREAS the Vendors or predecessors in title of one or more of them and the Issuer entered into an agreement dated the.....day of.....,A.D. 19....., whereby the Vendors or such predecessors agreed to sell certain property to the Issuer, the consideration for such property being at least in part the issuance of securities by the Issuer or the transfer of securities of the Issuer to the Vendors or such predecessors, the property and the number of securities and the names of the Vendors presently owning or to receive such securities, being respectively and more particularly described in Schedule "A" attached to and forming part of this agreement;

AND WHEREAS in furtherance of complying with the requirements of the *Securities Act*, the Vendors are desirous of depositing in escrow certain securities in the Issuer owned or to be received by them;

AND WHEREAS the Trustee has agreed to undertake and perform its duties according to the terms and conditions hereof;

NOW THEREFORE this agreement witnesseth that in consideration of the aforesaid agreements and of the sum of one dollar ($1.00) now paid by the parties hereto, each to the other (receipt of which sum the parties do hereby respectively acknowledge each to the other), the Vendors jointly and severally covenant and agree with the Issuer and with the Trustee and the Issuer and the Trustee covenant and agree each with the other and with the Vendors jointly and severally as follows:

(1) Each of the Vendors hereby places and deposits in escrow those of his securities of the issuer which are represented by the certificates described or referred to in Schedule "A" hereto, with the Trustee and hereby undertakes and agrees forthwith to deliver those certificates (including any replacement securities or certificates if and when such are issued or allotted) to the Trustee for deposit in escrow.

(2) The parties hereby agree that the securities and the beneficial ownership of or any interest in them and the certificates representing them (including any replacement securities or certificates) shall not be sold, assigned, hypothecated, alienated, released from escrow, transferred within escrow or otherwise in any manner dealt with, without express consent, order or direction in writing of the Ontario Securities Commission (hereinafter referred to as the "Commission") being first had and obtained or except as may be required by reason of the death or bankruptcy of any Vendor, in which cases the Trustee shall hold the said certificates, subject to this agreement, for whatever person, firm or corporation shall be legally entitled to be or become the registered owner thereof.

(3) The Vendors hereby direct the Trustee to retain their respective securities and the certificates (including any replacement securities or certificates) representing the same and not to do or cause anything to be done to release the same from escrow or to allow any transfer, hypothecation or alienation thereof except with and as directed by the written consent, order or direction of the Commission. The Trustee hereby accepts the responsibilities placed on it hereby and agrees to perform the same in accordance with the terms hereof and the written consent, orders or directions of the Commission.

(4) If during the period in which any of the said securities are retained in escrow pursuant hereto, any dividend is received by the Trustee in respect of the escrowed securities, any such dividend shall be forthwith paid or transferred to the respective registered owner entitled thereto.

(5) All voting rights attached to the escrowed securities shall at all times be exercised by the respective registered owners thereof.

(6) The Vendors hereby jointly and severally agree to and do hereby release and indemnify and save harmless the Trustee from and against all claims, suits, demands, costs, damages and expenses which may be occasioned by reason of the Trustee's compliance in good faith with the terms hereof.

(7) The Issuer hereby acknowledges the terms and conditions of this agreement and agrees to take all reasonable steps to facilitate its performance.

(8) The written consent, order or direction of the Commission as to a release from escrow of all or part of the said securities, shall terminate this agreement only in respect to those securities so released.

(9) (a) In the event that the Issuer has lost, alienated, or has not obtained a good or marketable title to, or that the Issuer has abandoned or discontinued development of any or all of the aforesaid property, or that any or all of the said property which was or formed part of the consideration for which the aforesaid securities were issued, has become of little or no value, the Issuer may and shall declare any such event or circumstance giving particulars thereof to the Commission and the Vendors by way of a resolution of directors and provide a certified copy of the resolution to the Commission and the Vendors.

(b) The Vendors jointly and severally agree with the Issuer and the Trustee that in the event of any such loss, alienation, failure to acquire such title or of such abandonment or discontinuance of development or diminution of value, all of the securities issued in consideration of such property and then held in escrow hereunder shall save as hereinafter in this paragraph 9(b) provided, be tendered to the Issuer by way of gift or for cancellation and shall remain in escrow subject to the terms and conditions of this agreement until the securities are fully effectually cancelled or otherwise transferred for the benefit of the Issuer. Notwithstanding the aforegoing, where in the event of alienation there is evidence satisfactory to the Commission of an increase in the value of such property or where only part of the property is involved, the Commission, after affording the Issuer and the Vendors an opportunity to be heard, may determine in its sole discretion by order or direction to the Trustee, the number of securities, if any, to be tendered to the Issuer by way of gift or for cancellation and such determinations and declarations shall be final and binding upon each of the parties hereto.

(c) Each of the Vendors undertakes and agrees to vote and cause to be voted their respective securities in a manner consistent with the terms, conditions and intent of this agreement in relation to the aforesaid gifting back of securities.

(d) Where the securities issued in consideration of such property cannot be cancelled, they shall be held for the benefit of the Issuer by the Trustee and remain in escrow subject to the terms and conditions of this agreement, but they shall not be voted and any dividends shall be donated back for the benefit of the Issuer.

(10) If the Trustee should wish to resign, it shall give at least six months notice to the Issuer, who may, with the written consent of the Commission, by writing appoint another Trustee in its place and such appointment shall be binding on the Vendors and the new Trustee shall assume and be bound by the obligations of the Trustee hereunder.

(11) This agreement may be executed in several parts in the same form and such parts as so executed shall together form one original agreement, and such parts if more than one shall be read together and construed as if all the signing parties hereto had executed one copy of this agreement.

(12) Wherever the singular or masculine are used throughout this agreement, the same shall be construed as being the plural or feminine or neuter where the context so requires.

(13) This agreement shall enure to the benefit of and be binding upon the parties hereto, their and each of their heirs, executors, administrators successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed these presents the day and year first above written.

Signed, Sealed and Delivered

in the presence of .....

SCHEDULE "A"

1. Description of Property:

_____

_____

2.

| Name of Security Holder | Beneficial Owner | Number of Securities | Certificate Number |
|---|---|---|---|
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FORM 17

*Securities Act*

ESCROW AGREEMENT FOR AN ISSUER OTHER THAN A NATURAL RESOURCE COMPANY

THIS AGREEMENT made in triplicate

this.....day of..... A.D. 19....

AMONG:

(hereinafter jointly and severally called the "Security Holders" of the First Part) and

(hereinafter called the "Trustee" of the Second Part) and

(hereinafter called the "Issuer" of the Third Part)

WHEREAS in furtherance of complying with the requirements of the *Securities Act*, the security holders are desirous of depositing in escrow certain securities in the Issuer owned or to be received by them;

AND WHEREAS the Trustee has agreed to undertake and perform its duties according to the terms and conditions hereof;

NOW THEREFORE this Agreement witnesseth that in consideration of the aforesaid agreements, and of the sum of one dollar ($1.00) now paid by the parties hereto, each to the other (receipt of which sum the parties do hereby respectively acknowledge each to the other) the security holders jointly and severally covenant and agree with the Issuer and with the Trustee and the Issuer and the Trustee covenant and agree each with the other and with the security holders jointly and severally as follows:

1. Each of the security holders hereby places and deposits in escrow those of his securities of the Issuer which are represented by the certificates described or referred to in Schedule "A" hereto, with the Trustee and hereby undertakes and agrees forthwith to deliver those certificates (including any replacement securities or certificates if and when such are issued or allotted) to the Trustee for deposit in escrow.

2. The parties hereby agree that the securities and the beneficial ownership of or any interest in them and the certificate representing them (including any replacement securities or certificates) shall not be sold, assigned, hypothecated, alienated, released from escrow, transferred within escrow, or otherwise in any manner dealt with, without the express consent, order or direction in writing of the Ontario Securities Commission (hereinafter referred to as the "Commission") being first had and obtained or except as may be required by reason of the death or bankruptcy of any security holder, in which cases the Trustee shall hold the said certificates subject to this agreement, for whatever person, firm or corporation shall be legally entitled to be or become the registered owner thereof.

3. The security holders hereby direct the Trustee to retain their respective securities and the certificates (including any replacement securities or certificates) representing the same and not to do or cause anything to be done to release the same from escrow or to allow any transfer, hypothecation or alienation thereof except with and as directed by the written consent, order or direction of the Commission. The Trustee hereby accepts the responsibilities placed on it hereby and agrees to perform the same in accordance with the terms hereof and the written consents, orders or directions of the Commission.

4. If during the period in which any of the said securities are retained in escrow pursuant hereto, any dividend is received by the Trustee in respect of the escrowed securities, any such dividend shall be forthwith paid or transferred to the respective security holders entitled thereto.

5. All voting rights attached to the escrowed securities shall at all times be exercised by the respective registered owners thereof.

6. The security holders hereby jointly and severally agree to and do hereby release and indemnify and save harmless the Trustee from and against all claims, suits, demands, costs, damages and expenses which may be occasioned by reason of the Trustee's compliance in good faith with the terms hereof.

7. The Issuer hereby acknowledges the terms and conditions of this agreement and agrees to take all reasonable steps to facilitate its performance.

8. If the Trustee should wish to resign, it shall give at least six months' notice to the Issuer, which may, with the written consent of the Commission, by writing appoint another Trustee in its place and such appointment shall be binding on the security holders and the new Trustee shall assume and be bound by the obligations of the Trustee hereunder.

9. The written consent, order or direction of the Commission as to a release from escrow of all or part of the said securities shall terminate this agreement only in respect to those securities so released. For greater certainty this clause does not apply to securities transferred within escrow.

10. This agreement may be executed in several parts in the same form and such parts as so executed shall together form one original agreement, and such parts if more than one shall be read together and construed as if all the signing parties hereto had executed one copy of this agreement.

11. Wherever the singular or masculine are used throughout this agreement, the same shall be construed as being the plural or feminine or neuter where the context so requires.

12. This agreement shall enure to the benefit of and be binding upon the parties hereto, their and each of their heirs, executors, administrators, successors and assigns.

IN WITNESS whereof the parties hereto have executed these presents the day and year first above written.

Signed, Sealed and Delivered

in the presence of _____

SCHEDULE "A"

| Name of Security Holder | Beneficial Owner | Number of Securities | Certificate Number |
|---|---|---|---|
| | | | |

O. Reg. 478/79, Form 17.

FORM 18

*Securities Act*

ACKNOWLEDGEMENT BY TRANSFEREE OF SECURITIES IN ESCROW

To: The Ontario Securities Commission

The undersigned hereby acknowledges that the securities listed in Schedule "A" attached hereto which are subject to an Escrow Agreement dated.....A.D. 19.....have been assigned to him and that he shall be bound by the terms and conditions of said Escrow Agreement as if he were an original signatory to it.

SCHEDULE "A"

Name of Issuer .....

| Name of Security Holder (Assignor) | Name of Security Holder (Assignee) | Beneficial Owner | Number of Securities | Certificate Numbers |
|---|---|---|---|---|
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O. Reg. 478/79, Form 18.

**FORM 19**

*Securities Act*

REPORT OF A TRADE MADE BEFORE MARCH 15, 1981 UNDER SECTION (1) (*a*), (*c*), (*d*), (*e*), (*p*) or (*q*) OF THE ACT.

---

NOTE: This report is not required where a bank to which the *Bank Act* (Canada) applies or a loan corporation or trust company registered under the *Loan and Trust Corporations Act* acquires from a customer an evidence of indebtedness of the customer or an equity investment in the customer acquired concurrently with an evidence of indebtedness.

---

1. Full name and address of vendor

2. Name and address of the issuer of the security traded and description of the security

3. Date of trade(s)

4. EITHER:

   (a) the purchased securities are endorsed as indicated in Schedule 1 and each purchaser has provided the vendor with a written undertaking in the form of Schedule 1, which written undertakings are available for inspection by any duly authorized representative of the Commission at the following address within Ontario.

   OR:

   (b) this report is accompanied by a statement in the form of Schedule 2 executed by or on behalf of each purchaser confirming that the purchaser acquired the securities for investment only and not with a view to resale, distribution or distribution to the public before March 15, 1981. ☐

5. The following information should be provided if:

- the trade(s) involves securities in which a published market exists, or
- the trade(s) was made under section 71 (1) (*p*) of the Act,
- the issuer of the securities is not a reporting issuer.

| Name and Address of Purchaser | Amount or Number of Securities Purchased | Purchase Price |
|---|---|---|
| | | |

6. Give name and address of any person acting as agent in connection with the trade(s) and the compensation paid or to be paid to such agent.

Certificate of Vendor or Agent of Vendor

The undersigned hereby certifies that the statements made in this report are true.

Dated at_____ this _____day of_____,19__.

_____
(name of vendor or agent - please print)

_____
(signature)

_____
(official capacity - please print)

_____
(please print here name of individual whose signature appears above, if different from name of vendor or agent printed above)

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

Instructions:

1. In answer to question six give the name of the person or company who has been or will be paid remuneration directly related to the trade, such as commissions, discounts or other fees or payments of a similar nature. It is not necessary to include payments for services incidental to the trade such as clerical, printing, legal or accounting services.

2. If the space provided for any answer in the report or schedules is insufficient, additional sheets may be used and must be cross referred to the relevant item and properly identified and signed by the persons whose signatures appear on the report or schedule.

3. Please file this form in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

SCHEDULE 1 TO FORM 19

*Securities Act*

WRITTEN UNDERTAKING TO BE OBTAINED FROM EACH PURCHASER IF ALTERNATIVE (a) IN QUESTION FOUR OF FORM 19 IS SELECTED.

To: .....
(name of vendor — please print)

We confirm that the sale to us of the following securities:

.....
(description of securities)

was made in reliance on certain exemptions contained in the *Securities Act*. We hereby certify and confirm that,

(a) the purchase was made as principal for investment only and not with a view to resale, distribution or distribution to the public before March 15, 1981;

(b) in the event of any resale, distribution or distribution to the public prior to March 15, 1981, we will within 10 days of such resale, distribution or distribution to the public file with the Ontario Securities Commission a notice of such resale in the form of Schedule 3 to Form 19; and

(c) any resale effected on or after March 15, 1981, will be made in compliance with the requirements of the *Securities Act*.

We further acknowledge that certificates representing the securities purchased are endorsed with the following statement:

NO TRANSFER OF THESE SECURITIES MAY BE MADE PRIOR TO MARCH 15, 1981 UNLESS A FORM PROVIDING PRESCRIBED INFORMATION IS DELIVERED WITHIN TEN DAYS AFTER THE TRANSFER TO THE ONTARIO SECURITIES COMMISSION PURSUANT TO THE *SECURITIES ACT*.

Dated at .....
(name of purchaser — please print)

this day of .....
(signature)

, 19.... .....
(official capacity — please print)

.....
(please print here name of individual whose signature appears above, if different from name of purchaser printed above)

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

**SCHEDULE 2 TO FORM 19**

*Securities Act*

WRITTEN STATEMENT TO BE OBTAINED FROM EACH PURCHASER IF ALTERNATIVE (b) IN QUESTION FOUR OF FORM 19 IS SELECTED.

To the Ontario Securities Commission

The undersigned hereby confirms the purchase by the undersigned of the following securities:

| Date | Description of Securities | Number or Principal Amount of Securities | Purchase Price |
|---|---|---|---|
| | | | |

and further confirms:

(a) that the purchase was made as principal for investment only and not with a view to resale, distribution or distribution to the public before March 15, 1981;

(b) that in the event of any resale prior to March 15, 1981, the undersigned will file with the Ontario Securities Commission a notice of such resale in the form of Schedule 3 to Form 19.

(c) any resale effected on or after March 15, 1981, will be made in compliance with the requirement of the *Securities Act*.

Dated at_____

this_____day of

_____,19__

_____
(name of purchaser-please print)

_____
(signature)

_____
(official capacity-please print)

_____
please print here name of individual whose signature appears above, if different from name of purchaser printed above)

Instruction:

Please file this statement in duplicate.

## SCHEDULE 3 TO FORM 19

*Securities Act*

REPORT OF A RESALE MADE BEFORE MARCH 15, 1981, OF SECURITIES ACQUIRED UNDER SECTION 71 (1) (*a*), (*c*), (*d*), (*l*), (*p*) or (*q*) OF THE ACT.

1. Full name and address of vendor

2. Name and address of the issuer of the security traded and description of the security

3. Details of resale, where possible

| Date of Resale | Purchaser and Address | Amount or Number of Securities | Price | Balance of Vendor's Holdings |
|---|---|---|---|---|

4. Date of original purchase

5. Reasons for resale

The undersigned hereby certifies that the statements made in this report are true.

Dated at_____

this _____ day of

_____, 19___.

_____
(name of vendor - please print

_____
(signature)

_____
(official capacity - please print)

_____
(please print here name of individual whose signature appears above, if different from name of vendor printed above)

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

Instructions:

1. This report must be filed within ten days of the resale of securities acquired under clause 4 (*a*), (*c*), (*d*), (*l*), (*p*) or (*q*) of section 71 of the Act.

2. Please file this report in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

O. Reg. 478/79, Form 19; O. Reg. 602/79, s. 10.

**FORM 20**

*Securities Act*

REPORT OF A TRADE MADE ON OR AFTER MARCH 15, 1981, UNDER SECTION 71 (1) (*a*), (*b*), (*c*), (*d*), (*l*), (*p*) or (*q*) OF THE ACT

---

**NOTE: This report is not required where a bank to which the Bank Act (Canada) applies or a loan corporation or trust company** registered under the *Loan and Trust Corporations Act* **acquires from a customer an evidence of indebtedness of the customer or an equity investment in the customer acquired concurrently with an evidence of indebtedness.**

---

1. **Full name and address of the Vendor**

2. **Name and address of the issuer of the security traded and description of the security**

3. **Date of trade(s)**

4. If the trade(s) involved securities in which a published market exists or the trade(s) was (were) made pursuant to clause 71 (1) (*p*) of the Act or if the issuer of the securities is not a reporting issuer, complete clause (*a*) of this section, otherwise complete either clause (*a*) or clause (*b*).

| (a) Full Name and Address of Purchaser(s) | Amount or Number of Securities Purchased | Purchase Price |
|---|---|---|

(b) **The vendor has prepared and certified a list comprising the information required by clause (a) of this section 4 and such certified list is available for inspection by any duly authorized representative of the Commission at the following address within Ontario:**

5. State the name and address of any person acting as agent in connection with the trade(s) and the compensation paid or to be paid to such agent.

Certificate of Vendor or Agent of Vendor

The undersigned hereby certifies that the statements made in this report are true and correct.

DATED at _____

this _____day of_____,

19___

_____
(name of vendor or agent - please print)

_____
signature

_____
(official capacity - please print)

_____
(please print here name of individual whose signature appears above, if different from name of vendor or agent printed above)

Instruction:

1. In answer to question 5 give the name of the person or company who has been or will be paid remuneration directly related to the trade(s), such as commissions, discounts or other fees or payments of a similar nature. It is not necessary to include payments for services incidental to the trade such as clerical, printing, legal or accounting services.

2. If the space provided for any answer is insufficient, additional sheets may be used and must be cross referred to the relevant item and properly identified and signed by the person whose signature appears on the report.

3. Please file this report in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 20.

## FORM 21

*Securities Act*

REPORT UNDER SUBSECTION 71 (4) OF THE ACT OF A FIRST TRADE IN SECURITIES PREVIOUSLY PURCHASED UNDER SECTION 71 (1) (*a*), (*b*), (*c*), (*d*), (*l*), (*m*), (*p*) or (*q*).

1. Full name and address of Vendor.

2. Full name and address of the reporting issuer whose securities were traded.

3. Description of securities sold in reliance on subsection 71 (4) of the Act.

| Date of Transaction | Amount or Number and Designation | Purchase Price |
|---|---|---|
| | | |

4. State which subclauses or parts of subclauses of clause 71 (4) (*b*) of the Act are relied upon by the Vendor.

5. Full name and address of the party from whom the Vendor acquired the securities and the date of acquisition.

6. Certificate of Vendor

The undersigned vendor hereby certifies that the information given in this report relating to the vendor is true and that to the best of the vendor's information and belief:

(1) the information given in this report relating to any other party is true,

(2) (a) no unusual effort has been made to prepare the market or create a demand for the securities, and

(b) no extraordinary commission or consideration has been or has been agreed to be paid in respect of the trade covered by this report, and

(3) the trade to which this report relates is a bona fide and arm's length transaction.

DATED at _____

this _____ day of _____,

19___.

_____
(name of vendor or agent - please print)

_____
(signature)

_____
(official capacity - please print)

_____
(please print here name of individual whose signature appears above, if different from name of vendor or agent printed above)

Instructions:

1. If the space provided for any answer is insufficient, additional sheets may be used and must be cross referred to the relevant item and properly identified and signed by the person whose signature appears on the report.

2. Please file this report in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 21.

**FORM 22**

*Securities Act*

REPORT MADE UNDER SECTION 71 (5) OF THE ACT WITH RESPECT TO OUTSTANDING SECURITIES OF A PRIVATE COMPANY THAT HAS CEASED TO BE A PRIVATE COMPANY

1. Name and address of company that has ceased to be a private company _____

_____

2. Date when the company ceased to be a private company

_____

3. Jurisdiction of incorporation or continuation of the company

_____

4. List, as of the time immediately before the company ceased to be a private company, the number or amount and designation of the authorized and outstanding securities of each class of securities of the company.

5. List the name, address and the number or amount and designation of securities of the company held by each person or company who was a beneficial or a registered owner of securities of the company immediately before the company ceased to be a private company and where it is not possible to identify the beneficial owner, explain why. (Make certain the totals as to beneficial and as to registered owners given in this item reconcile,in each case, with the totals given in item 4).

6. Certificate

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

Date_____

_____
(name of company that has ceased to be a private company)

By_____
(signature)

_____
(official capacity)

_____
(please print here name of individual whose signature appears above)

Instruction:

Please file this report in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

O. Reg. 478/79, Form 22.

FORM 23

*Securities Act*

NOTICE OF INTENTION TO DISTRIBUTE SECURITIES AND ACCOMPANY DECLARATION PURSUANT TO SECTION 71 (7) OF THE ACT

1. Name and address of reporting issuer_____

_____

2. Date issuer became a reporting issuer_____

3. Name and address of selling security holder_____

_____

4. Amount or number and designation of securities of the reporting issuer held by the selling security holder (Instruction 1).

5. Amount or number and designation of securities of the reporting issuer proposed to be distributed by the selling security holder.

6. State, to the extent known to the selling security holder, the following particulars about the control position of the reporting issuer: name(s), securities of the reporting issuer held, offices or positions with the reporting issuer or selling security holder and any other material particular regarding such control position.

7. Proposed method of distribution.

8. Proposed date and places of commencement of distribution.

9. **If the selling security holder is a lender, pledgee, mortgagee or other encumbrancer selling securities** acquired pursuant to clause 71 (1) (*e*) of the Act, state the date and amount of the loan, pledge, mortgage or other encumbrance, the reasons for liquidating the debt and the circumstances of default.

Declaration, Certificate and Undertaking

The seller for whose account the securities to which this certificate relates are to be sold hereby:

(1) represents that he has no knowledge of any material change which has occurred in the affairs of the issuer of the securities which has not been generally disclosed and reported to the Commission, nor has he any knowledge of any other material adverse information in regard to the current and prospective operations of the issuer which have not been generally disclosed.

(2) represents that to the best of his information and belief

(a) no unusual effort has been and undertakes that no unusual effort will be made to prepare the market or to create a demand for the securities to be sold and no extraordinary commission or other consideration has been or has been agreed to be paid in respect of such trade, and

(b) the transaction to which this notice of intention and declaration relate is a bona fide and arm's length transaction.

(3) undertakes that:

(a) the notice required to be filed under sub-clause a of subclause i, and

(b) the declaration required to be filed under sub-subclause b of subclause i,

of clause 71 (7) (*b*) of the Act shall be renewed and filed at the end of sixty days after the original date of filing this notice of intention and thereafter at the end of each twenty-eight day period so long as any of the securities specified under this notice have not been sold or until notice has been filed that the securities so specified or any part thereof are no longer for sale.

(4) certifies that the information given in the answers to the questions in this notice of intention are true.

Date _____

_____
(name of selling security holder)

_____
(signature)

_____
(official capacity - please print)

_____
(please print here name of individual whose signature appears above, if different from name of sellign securityholder printed above)

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

Instructions:

1. If the space provided for any item is insufficient use additional sheets which refer to the item, are identified and are signed.

2. In item 8, if the place of commencement of distribution is to be on the floor of a stock exchange, a statement to this effect and naming the stock exchange is sufficient.

3. Please file this notice in duplicate with $10. Cheques are payable to the Treasurer of Ontario.

O. Reg. 478/79, Form 23.

FORM 24

*Securities Act*

STATEMENT OF MATERIAL FACTS

Neither the Ontario Securities Commission nor The Toronto Stock Exchange has in any way passed upon the merits of the securities offered hereunder and any representation to the contrary is an offence

ONTARIO SECURITIES COMMISSION

THE TORONTO STOCK EXCHANGE

.....
(full name of issuer)

.....
(address of head office and principal office of issuer)

STATEMENT OF MATERIAL FACTS

| | |
|---|---|
| 1. Give brief details of the circumstances relating to the offering of the securities and any material changes in the affairs of the issuer. | |
| 2. Set out the description, designation and number of securities being offered by the issuer or selling security holder. If any of the securities being offered are to be offered for the account of a selling security holder, name the security holder and state the number of securities owned by him, the number to be offered for his account and the number to be owned by him after the offering. | |
| 3. Set out the distribution price underwriting discounts or commissions and the estimated net proceeds to the issuer or selling security holder, on both a per security and an aggregate basis. If it is not possible to state the distribution price or the underwriting discount or commissions, the method by which they are to be determined shall be explained. Give the range of the market price during the previous ninety days. | |

| | |
|---|---|
| 4. State the principal purposes for which the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered are intended to be used and the approximate amount intended to be used for each such purpose. If any material amounts of other funds are to be used in conjunction with the proceeds state the amounts and sources of such other funds. | |
| 5. State the laws under which the issuer was incorporated or organized and the date of incorporation or organization. Where the issuer is incorporated, state whether it was incorporated by letters patent or otherwise or under a particular part of an incorporating statute dealing with mining companies. | |
| 6. Give names, addresses and chief occupations for the past five years of the officers and directors of the issuer. | |
| 7. State the share and loan capital of the issuer showing in the case of share capital authorized and issued capital. | |
| 8. Outline briefly the manner in which the securities being offered are to be distributed, giving particulars of any outstanding or proposed underwriting or option agreement, including the name and address of each underwriter or optionee. Give similar particulars of sub-underwriting or sub-option agreements outstanding or proposed to be given and particulars of any assignments or proposed assignments of any such agreements. | |

| | |
|---|---|
| 9. Give the name and address of any person or company who beneficially owns, directly or indirectly, in excess of 10% of the securities of any person or company named in answer to item 8 and the number and percentage of voting securities so owned. | |
| 10. Give particulars of any payments in cash or securities of the issuer made or to be made to a promoter or finder in connection with the proposed underwriting. | |
| 11. Give brief particulars of important properties owned, leased, held under option or operated or presently intended to be owned, leased, held under option or operated by the issuer. | |
| 12. Indicate whether any property referred to in item 11 is without a known body of commercial ore or reserves or recoverable oil and gas. | |
| 13. Give brief particulars of any exploration and development work of the issuer during the past year and the results thereof. | |
| 14. Give brief particulars of property proposed to be acquired by the issuer or any associate or affiliate of the issuer or acquired by the issuer or any associate or affiliate of the issuer within the previous three years, including the name and address of the vendor and the cost or proposed cost thereof to the issuer or any associate or affiliate, and if any such vendor is or was an insider or promoter of the issuer or an associate or affiliate of any insider or promoter of the issuer, so state and indicate the nature of the relationship. | |

| | |
|---|---|
| 15. State the name of any person or company who is or has been a promoter of the issuer within the preceding two years and, if not disclosed in item 14, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter. | |
| 16. If the property referred to in item 14 was or is to be paid for by the issuance of securities of the issuer or any subsidiary, give (a) the number of securities of the issuer and any subsidiary issued to or to be issued to the vendor after giving effect to such transaction, and (b) the number and, if more than 5% of the securities presently outstanding, the percentage of securities of the issuer and any subsidiary owned or to be owned, by the vendor after giving effect to the transaction. If the vendor is a company, give the names and addresses of the insiders of the company. | |
| 17. Give the number, and if more than 5%, the percentage of the securities of the issuer held in escrow or in pool and a brief statement of the terms of the escrow or pooling agreement. | |
| 18. Give the number of securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer or the selling security holder to own beneficially, directly or indirectly, more than 5% of such securities, in each case within ten days from the date hereof. Show separately whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show the respective amounts in percentages owned in each such manner. | |

| | |
|---|---|
| 19. Give a brief statement of any material legal proceedings to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be comtemplated. | |
| 20. Give the information required by item 22 of Form 12, and give the aggregate direct remuneration, including amounts for services rendered, paid or payable by the issuer and its subsidiaries during the past year to other insiders of the issuer. | |
| 21. Using item 24 of Form 12 as a guide, give brief particulars of all options to purchase securities (other than such as are granted or proposed to be granted to security holders as such on a pro rata basis) outstanding or proposed to be given by the issuer and its subsidiaries to any person or company, naming each such person or company and showing separately all such options outstanding or proposed to be given to the insiders of the issuer or its subsidiaries. | |
| 22. State the prices at which securities of the issuer have been issued for cash or traded within the twelve months immediately preceding the date of this statement. For securities which have been traded, give price ranges and volume traded for each of those months and for securities which have been issued during those months, state the number of securities issued at each price. If any securities have been issued for services, state the nature and value of the services and give the name and address of the person or company who received the securities. | |

| | |
|---|---|
| 23. Give the dates of and parties to and the general nature of every material contract entered into by the issuer or any subsidiary within the preceding two years which is still in effect and is not disclosed in the foregoing. | |
| 24. Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items. | |

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 24.

FORM 25

*Securities Act*

PUT OPTION CONTRACT

_____19___

FOR VALUE RECEIVED, We agree to BUY from

the Bearer_____shares of the_____

stock of the_____at_____

DOLLARS ($ ) per share AT ANY TIME WITHIN_____

_____days from date of contract.

THIS OPTION CONTRACT MAY BE EXERCISED BY PRESENTING IT TO THE UNDERSIGNED BEFORE THE EXACT EXPIRY DATE. IT WILL NOT BE ACCEPTED AFTER IT HAS EXPIRED AND CAN NOT BE EXERCISED BY TELEPHONE.

TERMS OF THIS CONTRACT PROVIDE:

(1) On the day that the stock covered by this option sells ex-dividend, the contract price shall be reduced by the value of such cash dividend.

(2) If the stock covered by this option is entitled to rights and/or warrants, the specified contract price shall be reduced by the value of such rights and/or warrants as fixed by the opening sale thereof on the day the stock sells ex-rights and/or ex-warrants. There will be no physical delivery of rights and/or warrants upon the exercise of this option.

(3) In the event of a stock split or other similar action the share value of this option will become the equivalent in new securities when duly listed for trading and the total contract price shall not change.

(4) Stock dividends shall be attached to the stock carried herewith when and if this option is exercised and the total contract price shall not be changed.

(5) Upon presentation of this option to the undersigned within the time specified, the undersigned agrees to accept notice of the Bearer's exercise by acknowledging presentation of this option which shall constitute a contract and shall be controlling with respect to delivery of the stock and settlement in accordance with (recognized) Stock Exchange procedures.

THIS CONTRACT WILL EXPIRE AT EXACTLY 3:15 P.M. ON

_____19_____

If the (recognized) Stock Exchange is not in session at the expiry time due to a legal holiday, emergency closing or for any other reason, then this contract will expire at 3:15 P.M. at the next (recognized) Stock Exchange session following.

(Name of Member Firm or Member Corporation)

CONTRACT PRICE ADJUSTMENTS

Original Contract Price_____$_____

| | Date | Amount |
|---|---|---|
| Ex-Dividend | _____ | _____ |
| Ex-Dividend | _____ | _____ |

NET CONTRACT PRICE _____

_____

This option contract has been presented for exercise on

_____19____ by_____

in accordance with provisions as set out in this contract.

_____
(Name of Member Firm or Member Corporation)

O. Reg. 478/79, Form 25.

FORM 26

*Securities Act*

CALL OPTION CONTRACT

_____19____

FOR VALUE RECEIVED, We agree to SELL to

the Bearer_____shares of the_____

stock of the_____at_____

DOLLARS ($_____) per share AT ANY TIME WITHIN_____

_____days from date of contract.

THIS OPTION CONTRACT MAY BE EXERCISED BY PRESENTING IT TO THE UNDERSIGNED BEFORE THE EXACT EXPIRY DATE. IT WILL NOT BE ACCEPTED AFTER IT HAS EXPIRED AND CANNOT BE EXERCISED BY TELEPHONE.

TERMS OF THIS CONTRACT PROVIDE:

(1) On the day that the stock covered by this option sells ex-dividend, the contract price shall be reduced by the value of such cash dividend.

(2) If the stock covered by this option is entitled to rights and/or warrants the specified contract price shall be reduced by the value of such rights and/or warrants as fixed by the opening sale thereof on the day the stock sells ex-rights and/or ex-warrants. There will be no physical delivery of rights and/or warrants upon the exercise of this option.

(3) In the event of a stock split or other similar action the share value of this option will become the equivalent in new securities when duly listed for trading and the total contract price shall not change.

(4) Stock dividends shall be attached to the stock carried herewith when and if this option is exercised and the total contract price shall not be changed.

(5) Upon presentation of this option to the undersigned within the time specified the undersigned agrees to accept notice of the Bearer's exercise by acknowledging presentation of this option which shall constitute a contract and shall be controlling with respect to delivery of the stock and settlement in accordance with (recognized) Stock Exchange procedures.

THIS CONTRACT WILL EXPIRE AT EXACTLY 3:15 P.M. ON
_____19_____

If the (recognized) Stock Exchange is not in session at the expiry time, due to a legal holiday, emergency closing or for any other reason, then this contract will expire at 3.15 p.m. at the next (recognized) Stock Exchange session following.

(Name of Member Firm or Member Corporation)

CONTRACT PRICE ADJUSTMENTS

Original Contract Price_____$_____

| | Date | Amount |
|---|---|---|
| Ex-Dividend | _____ | _____ |
| Ex-Dividend | _____ | _____ |

NET CONTRACT PRICE _____

_____

This option contract has been presented for exercise on

_____19_____ by_____

in accordance with provisions as set out in this contract.

_____

(Name of Member Firm or Member Corporation)

O. Reg. 478/79, Form 26.

FORM 27

*Securities Act*

MATERIAL CHANGE REPORT UNDER SECTION 74 (2) OF THE ACT

NOTE: This form is intended as a guideline. A letter or other document may be used if the substantive requirements of this form are complied with.

NOTE: WHERE THIS REPORT IS FILED ON A CONFIDENTIAL BASIS PUT AT THE BEGINNING OF THE REPORT IN BLOCK CAPITALS "CONFIDENTIAL - S.74".

Item 1. Reporting Issuer

State the full name and address of the principal office in Canada of the reporting issuer.

Item 2. Date of Material Change

Item 3. Press Release

State the date and place(s) of issuance of the press release issued pursuant to section 74(1) of the Act.

Item 4. Summary of Material Change

Provide a brief but accurate summary of the nature and substance of the material change.

Item 5. Full Description of Material Change

Supplement the summary required under item 4 with the disclosure which should be sufficiently complete to enable a reader to appreciate the significance of the material change without reference to other material. Management is in the best position to determine what facts are significant and must disclose those facts in a meaningful manner. See also item 7.

This description of the significant facts relating to the material change will therefore include some or all of the following: dates, parties, terms and conditions, description of any assets, liabilities or capital affected, purpose, financial or dollar values, reasons for the change, and a general comment on the probable impact on the reporting issuer or its subsidiaries. Specific financial forecasts would not normally be required to comply with this form.

The above list merely describes examples of some of the facts which may be significant. The list is not intended to be inclusive or exhaustive of the information required in any particular situation.

Item 6. Reliance on Section 74(3) of the Act

If the report is being filed on a confidential basis in reliance on section 74(3) of the Act, state the reasons for such reliance.

Instruction:

Refer to section 74 of the Act and to the Regulation concerning continuing obligations in respect of reports filed pursuant to section 74(3) of the Act.

Item 7. Omitted Information

In certain circumstances where a material change has occurred and a material change report has been or is about to be filed but s.74(3) of the Act will no longer or will not be relied upon, a reporting issuer may nevertheless believe one or more significant facts otherwise required to be disclosed in the material change report should remain confidential and not be disclosed or not be disclosed in full detail in the material change report.

State whether any information has been omitted on this basis and provide the reasons for any such omission in sufficient detail to permit the Commission to exercise its discretion pursuant to s.137(2) of the Act.

The reasons for the omission may be contained in a separate letter filed as provided in section 4 of the Regulation.

Item 8. Senior Officers

To facilitate any necessary follow-up by the Commission, give the name and business telephone number of a senior officer of the reporting issuer who is knowledgeable about the material change and the report or an officer through whom such senior officer may be contacted by the Commission.

Item 9. Statement of Senior Officer

Include a statement in the following form signed by a senior officer of the reporting issuer:-

> "The foregoing accurately discloses the material change referred to herein."

Also include date and place of making the statement.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 27.

FORM 28

*Securities Act*

ANNUAL FILING OF REPORTING ISSUER

NOTE: THIS FORM NEED NOT BE FILED WHERE THE MANAGEMENT OF A REPORTING ISSUER IS REQUIRED TO FILE AN INFORMATION CIRCULAR DURING ITS LAST FINANCIAL YEAR.

ITEM 1 NAME OF REPORTING ISSUER

ITEM 2 JURISDICTION UNDER WHICH INCORPORATED, ORGANIZED OR CONTINUED

ITEM 3 FINANCIAL YEAR END

ITEM 4 VOTING SECURITIES AND PRINCIPAL HOLDERS OF VOTING SECURITIES.

(a) State as to each class of voting securities of the reporting issuer, the number of securities outstanding and the voting rights for each security of each such class.

(b) If, to the knowledge of the directors or senior officers of the reporting issuer, any person or company beneficially owns, directly or indirectly, or exercises control or direction over, voting securities carrying more than 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer, name each such person or company, state the approximate number of the securities beneficially owned, directly or indirectly or over which control or direction is exercised, by each such person or company and the percentage of the class of outstanding voting securities of the reporting issuer represented by the number of voting securities so owned, controlled or directed.

ITEM 5 DIRECTORS

(a) Name each director of the reporting issuer and state the period or periods during which he has served as such.

(b) State when the term of office of each director will expire.

(c) State whether the reporting issuer has an executive committee of its board of directors or is required to have an audit committee of the board of directors and, if so, name those directors who are members of each such committee.

(d) State all other positions and offices with the reporting issuer held by each director.

(e) State the present principal occupation, business or employment of each director. Give the name and principal business of any person or company in which any such employment is carried on.

(f) State the number of securities of each class of voting securities of the reporting issuer or of any subsidiary of the reporting issuer beneficially owned, directly or indirectly, or over which control or direction is exercised by each director.

(g) If voting securities carrying 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer or of a subsidiary of the reporting issuer are beneficially owned, directly or indirectly or controlled or directed by any director and his associates or affiliates, state the number of securities of each class of voting securities beneficially owned, directly or indirectly or controlled or directed by the associates or affiliates naming each associate or affiliate whose security holdings are 10 per cent or more.

ITEM 6 - Remuneration of Directors and Senior Officers:

TABLE
REMUNERATION OF DIRECTORS AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (1) DIRECTORS (TOTAL NUMBER:__) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (11) FIVE SENIOR OFFICERS: | SEE INSTRUCTION # 2 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |
| (111) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___) | SEE INSTRUCTION # 1 | | LAST COMPLETED FINANCIAL YEAR |
| (A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES: | | | FUTURE YEARS |
| (B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES) | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| TOTAL | $ | $ | $ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

(a) State in the form of the table shown above separately for each of the following the aggregate remuneration paid or payable by the reporting issuer and its subsidiaries in respect of the reporting issuer's last completed financial year to:-

(i) the directors of the reporting issuer in their capacity as directors of the reporting issuer and any of its subsidiaries,

(ii) the five senior officers of the reporting issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the reporting issuer and any of its subsidiaries, and

(iii) the officers of the issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers,

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the reporting issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the reporting issuer or any of its subsidiaries pursuant to an existing plan to persons to whom paragraph (a) applies.

Instructions:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate

in favour of officers or directors) not included in income and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. If any portion of any of the amounts to be disclosed under paragraph (a) was paid by one or more subsidiaries of the issuer other than wholly-owned subsidiaries, the amount paid by each such subsidiary shall be separately disclosed together with the names of the subsidiaries. For this purpose, a wholly-owned subsidiary means a subsidiary all of the outstanding shares of which (other than shares whose participation in the profits of the issuer is limited to a fixed or determinable entitlement to dividends) are owned by or for the issuer or by or for other corporations in a like relationship with the issuer.

4. For the purpose of paragraph (c), "plan", includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer or any of its subsidiaries but does not include the Canada Pension Plan or a similar government plan.

5. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer or any of its subsidiaries.

6. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

Options

As to all options to purchase securities of the reporting issuer or any of its subsidiaries that were exercised by directors or senior officers of the reporting issuer since the commencement of the reporting issuer's last financial year, state the following particulars:

(i) the description and number of securities purchased;

(ii) the purchase price; and

(iii) where reasonably ascertainable, a summary showing the price range of the securities in the thirty day period preceding the date of purchase and, where not reasonably ascertainable, a statement to that effect.

Instructions:

1. "Options" include all options, share purchase warrants or rights other than those issued to all security holders of the same class or to all security holders of the same class resident in Canada on a pro rata basis.

2. An extension of an option shall be deemed to be a granting of an option.

3. Information with respect to the option price of the securities may be given in the form of price ranges for each calendar quarter during which options were granted or exercised.

4. Where the price of the securities is not meaningful, it is permissible to state in lieu of the price the formula by which the price of the securities under option will be determined.

Item 7 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 8 INTERESTS OF INSIDERS IN MATERIAL TRANSACTIONS.

Describe briefly and, where practicable, state the approximate amount of any material interest, direct or indirect, of any insider of the reporting issuer or any associate or affiliate of any insider of the reporting issuer in any transaction since the commencement of the reporting issuer's last financial year or in any proposed transaction which has materially affected or would materially affect the reporting issuer or any of its subsidiaries.

Instructions:

1. Give a brief description of the material transaction. State the name and address of each person or company whose interest in the transaction is described and the nature of the relationship that requires disclosure of the interest.

2. As to any transaction involving the purchase or sale of assets by or to the reporting issuer or any of its subsidiaries, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the reporting issuer where the security holder receives no extra or special benefit or advantage not shared on a pro rata basis by all holders of the same class of securities or by all holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the reporting issuer where any of the specified persons or companies was or is to be an underwriter who was or is to be in a contractual relationship with the reporting issuer with respect to securities of the reporting issuer or is an associate or affiliate of a person or company that was or is to be such an underwriter.

5. No information need be given in response to this item as to any transaction or any interest therein where

(a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

(b) the interest of the specified person or company in the transaction is solely that of a director of another person or company that is a party to the transaction;

(c) the transaction involves services as a chartered bank or other depositary of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or

(d) the transaction does not, directly or indirectly, involve remuneration for services and

(i) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than ten per cent of the securities of any class of voting securities of another person or company that is a party to the transaction,

(ii) the transaction is in the ordinary course of business of the reporting issuer or its subsidiaries, and

(iii) the amount of the transaction or series of transactions is less than ten per cent of the total sales or purchases, as the case may be, of the reporting issuer and its subsidiaries for the last financial year.

6. Information shall be given in answer to this item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, or control or direction of less than 10 per cent of the securities of any class of voting securities of another person or company furnishing the services to the reporting issuer or its subsidiaries.

ITEM 9 AUDITOR OF THE REPORTING ISSUER

Name the auditor of the reporting issuer. If the auditor was first appointed within the last five years, state the date when the auditor was first appointed.

ITEM 10 MANAGEMENT CONTRACTS

Where management functions of the reporting issuer or any subsidiary of the reporting issuer are to any substantial degree performed by a person or company other than the directors or senior officers of the reporting issuer or subsidiary:

(i) give details of the agreement or arrangement under which the management functions are performed, including the name and address of any person or company who is a party to the agreement or arrangement or who is responsible for performing the management functions;

(ii) give the names and addresses of the insiders of the person or company with which the reporting issuer or subsidiary has any such agreement or arrangement and, if the following information is known to the directors or senior officers of the reporting issuer, give the names and addresses of any person or company that would be an insider of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement if the person or company were a reporting issuer;

(iii) with respect to any person or company named in answer to paragraph (i), state the amounts paid or payable by the reporting issuer and its subsidiaries to the person or company since the commencement of the reporting issuer's last financial year and give particulars; and

(iv) with respect to any person or company named in answer to paragraph (i) or (ii) and their associates and affiliates, give particulars of,

(a) any indebtedness of the person or company, associate or affiliate to the reporting issuer or its subsidiaries that was outstanding, and

(b) any transaction or arrangement of the person or company, associate or affiliate with the reporting issuer or subsidiary,

at any time since the commencement of the reporting issuer's last financial year.

Instructions:

1. In giving the information called for by this item, it is not necessary to refer to any matter that in all the circumstances is relative insignificance.

2. In giving particulars of indebtedness, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount of indebtedness presently outstanding and the rate of interest paid or charged on the indebtedness.

3. It is not necessary to include as indebtedness amounts due from the particular person or company for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 28; O. Reg. 190/80, s. 31 (1), *part*.

FORM 29

*Securities Act*

**Finance Company Questionnaire and Financial Report**

_____
Name of Finance Company

_____
Date of Incorporation and Jurisdiction Under Which Incorporated or Continued

_____
For the Year Ended

PART I

(1) Introduction

This report is to be prepared by finance companies as defined in the Regulation. The report is complete only when accompanied by a full set of audited financial statements.

The data in the report pertain, unless otherwise indicated, to the consolidated operations of the finance company and its subsidiaries.

The evaluation of a company cannot be complete without an evaluation of the capabilities and performance of its management. Readers should recognize that this report is intended for use primarily as a starting point in the process of evaluating the finance company.

(2) Organization of the Report

Part I Introduction and organization of the report.

Part II Statement of policy with respect to nine important corporate policies, knowledge of which will assist in the evaluation of the data contained in other parts. In addition, this part will provide some relevant general information about the company.

| | |
|---|---|
| Part III | Eleven schedules of detailed data with respect to operations for the year, which, when read in comparison with previous years' reports, produce a picture of the company's actions through time. |
| Part IV | Three sections, one each for consumer loans, sales finance wholesale and capital loans, and mortgage loan companies. |

PART II

For the purposes of this report,

(a) (i) "dealer" means a person or company who sells products pursuant to security agreements which in turn are sold or assigned to a finance company;

(ii) "delinquent account" means an account on which an instalment or part thereof is past due for a specified period of time;

(iii) "income tax rate" means taxes as a percentage of before tax earnings;

(iv) "renewal contract" means a contract replacing an original contract and entered into to reduce the amount of the monthly instalment from the amount required under the original contract;

(b) information should, to the extent applicable, be stated separately for each class of receivable.

ITEM 1. STATEMENTS OF OPERATIONAL POLICY:

Attach a statement which describes the policies, methods of treatment, and statistical significance of each of the following areas. While the financial statements of the finance company will include a number of the following items, the purpose of this statement is to provide more detailed data than would usually be shown therein.

(a) Renewals - The policies and procedures regarding renewals including a statement as to whether additional credit investigation of the customer has been made and, where applicable, as to whether the approval of the dealer has been obtained.

(b) Extensions - The policies and procedures regarding extensions including a statement as to whether an extension is granted only when

(i) circumstances warrant the postponement of all or a part of a current instalment,

(ii) the dealer has approved, if applicable, and

(iii) an extension fee has been paid.

(c) Delinquencies - The statement should indicate, for each class of business,

(i) whether delinquency is measured contractually, or on the basis of recency of payment,

(ii) the period of time the account needs to be past due before being classified as a delinquent account, and

(iii) whether any partial payment returns a delinquent account to a current status, and if so, describe the type of payment.

(d) Doubtful receivables.

(e) Write-offs - The statement should include an explanation of any automatic write-off policy on delinquencies and the accounting treatment on write-offs including the rebating method.

(f) Amortization of intangible assets - The policies and methods regarding the treatment of intangible assets - e.g. start-up expenses of new branches, debt discount and expense, and goodwill - including an explanation of the basis of valuation, method of amortization, and total amortized to date.

(g) Income taxes - If the income tax rate is significantly less than the maximum applicable tax rate for Canadian corporations, state the reason for the difference.

(h) Non-recurring items, and

(i) Income and Deferred Income - Include full descriptions and examples, of all methods of taking up income (derived from financing operations) used by the finance company or any of its subsidiaries. The statement should clearly illustrate the method of accounting for deferred income and reserves representing

deferred income. If any initial charges are taken (e.g. acquisition charge) state the percentage that each of these charges bears to the total finance charge.

For purposes of comparison, a description of the DIRECT RATIO METHOD of taking up income follows:

Direct Ratio Method

The direct ratio method (also known as the "rule of 78ths" and the "sum-of-the-digits" methods) is a method by which the unearned or deferred finance charge can be taken into earned income. It is a method by which the income earned during the period may be matched with expenses incurred during the same period.

In practice, modifications of the direct ratio method are commonly employed. Some modifications are applied to some classes of business while other modifications are applied to other classes of business, within the same company. Still more modifications other than those now in use, might be expected in years to come.

The number of modifications and their development suggests that no one method is "right" for all classes of business at all times. Therefore, the direct ratio method is suggested here as a common point of comparison only and its use as such is not intended to imply a recommendation of the method for any purpose other than as a point of comparison.

Example of the Direct Ratio Method

As applied to a 12-month contract acquired on the first day of the month:

| | |
|---|---|
| Total initial finance charge | $100.00 |
| Less: acquisition charge | 0.00 |
| dealer reserve | 0.00 |
| other expense items | 0.00 |
| Net initial finance charge | $100.00 |

| | | |
|---|---|---|
| Amount of finance charge taken up - | | |
| in the 1st month (month of acquisition) | $ 15.39 | (12/78 x 100) |
| in the 2nd month | 14.10 | (11/78 x 100) |
| in the 3rd month | 12.82 | (10/78 x 100) |
| in the 4th month | 11.54 | ( 9/78 x 100) |
| in the 5th month | 10.26 | ( 8/78 x 100) |
| in the 6th month | 8.97 | ( 7/78 x 100) |
| in the 7th month | 7.69 | ( 6/78 x 100) |
| in the 8th month | 6.41 | ( 5/78 x 100) |
| in the 9th month | 5.13 | ( 4/78 x 100) |
| in the 10th month | 3.85 | ( 3/78 x 100) |
| in the 11th month | 2.56 | ( 2/78 x 100) |
| in the 12th month | 1.28 | ( 1/78 x 100) |
| Total | $100.00 | |

The example is based upon a total finance charge of $100.00.

Assuming that expenses incurred for acquiring the contract, etc. are not charged, the total unearned income to be taken up periodically is also $100.00. Therefore, on the basis of a 12-month contract acquired on the first day of the month, the amounts of income taken up each month in the example closely approximate the related percentage figures when the direct ratio method is applied without any modifications.

ITEM 2. OPERATIONAL INFORMATION AS AT THE FINANCIAL YEAR END:

Include the following additional information, provided that to the extent such information is included in the annual report to shareholders, a prospectus or material change report filed with the Commission, it is only necessary to cross refer to the date and page number of such document

(a) Operational review of the current year, including subsidiary operations.

(b) Historical operational review including comparative statistics.

(c) Branch locations

| | NO. OF LOCATIONS |
|---|---|
| Ontario excluding Metropolitan Toronto | |
| Metropolitan Toronto | |
| Quebec excluding Metropolitan Montreal | |
| Metropolitan Montreal | |
| British Columbia excluding Metropolitan Vancouver | |
| Metropolitan Vancouver | |
| Atlantic Provinces | |
| Prairie Provinces | |
| Other | |
| TOTAL | |

(d) Management organization chart.

(e) Business experience of senior management.

(f) Details of other significant assets and liabilities of the finance company or its subsidiaries of a "non-finance" nature.

(g) Does the finance company or any of its subsidiaries finance any person or company in which insiders of the finance company or any of its subsidiaries or their families have a direct or beneficial interest? If so, please give details regarding

(i) name of person or company,

(ii) types of business,

(iii) types of financing granted,

(iv) total amount outstanding at statement date,

(v) maximum amount outstanding during the period.

(h) For captive finance companies state the relationship with parents, including the nature of guarantee, recourse or repurchase agreements for retail and wholesale financing and any agreements for payments by parents to maintain earnings, working capital and similar amounts.

(i) List securityholders beneficially owning, directly or indirectly, 10 per cent or more of the voting securities of the finance company indicating for each securityholder the number and percentage of outstanding securities held.

(j) Where companies more than 10 per cent of whose voting securities are beneficially owned, directly or indirectly, by the finance company are otherwise indebted to the finance company, state:

(i) the amount of instalments of principal in arrears;

(ii) the amount of interest due and unpaid showing separately amounts relating to capitalized interest;

(iii) the amount of interest on such indebtedness in respect of which credit has been taken in the revenue account for the year.

PART III

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Schedule 1 : Subsidiary Companies

Schedule 2 : Affiliated Companies

Schedule 3 : Volume of Business excluding renewals

Schedule 4 : Analysis of Consumer Loan Volume for the period by Type of Borrower

Schedule 5 : Maturities of Year End Receivables

Schedule 6 : Maturities of Year End Debt

Schedule 7 : A - Delinquency

B - Allowance for Doubtful Account

C - Loss Experience for Period

Schedule 8 : Analysis of Short-term Debt.

For the purposes of this Part,

1. "parent company" means a company which has a subsidiary or an affiliated company;

2. "affiliated company" means a company which is subject to a degree of managerial control by another company based upon an equity or debt investment;

3. "current account" means an inter-company account for day-to-day transactions excluding advances or loans to or from a subsidiary;

4. "net current account balance" means the difference between the current account amounts owed to and owed by all the subsidiaries with respect to the finance company;

5. "open market borrowings" means borrowings which are obtained by competitive bidding.

PART III

SCHEDULE 1

Name of Finance Company _____

Year Ended _____

SUBSIDIARY COMPANIES (1)

| NAMES OF SUBSIDIARIES | Total Capital and Retained Earnings | Voting Shares Held Directly or Indirectly by the Finance Company | Total Equity Investment at Cost | Advances from the Finance Company | | Per Cent of 3 + 4 + 5 to Finance Company Assets |
|---|---|---|---|---|---|---|
| | | | | Secured | Unsecured | (2) |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | | |
| Net current accounts with subsidiaries (3) | | | | | | |

Note 1. If the finance company is itself the subsidiary of one or more parent companies, name such parent companies and give details of any loans to, or from and net current account with, such parent companies.

Note 2. Attach an audited annual financial statement for each subsidiary for which the proportion in Column 6 exceeds 10 per cent.

Note 3. Attach explanations of current accounts if the total exceeds 10 per cent of the finance company's total assets.

PART III

SCHEDULE 2

AFFILIATED COMPANIES (1)

Name of Finance Company

Year Ended

| NAMES OF AFFILIATES | Total Capital and Retained Earnings | Voting Shares Held Directly or Indirectly by the Finance Company | Total Equity Investment at Cost | Advances from the Finance Company | | Per Cent of 3 + 4 + 5 to Finance Company Assets (2) |
|---|---|---|---|---|---|---|
| | | | | Secured | Unsecured | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Net current accounts with affiliates (3) | | | | | | |

Note 1. If the finance company is itself the affiliate of another company, name the parent company or companies and give details of any loans to, or from and net current account with each such parent company.

Note 2. Attach an audited annual financial statement for each affiliate for which the proportion in Column 6 exceeds 10 per cent.

Note 3. Attach explanations of current accounts if the total exceeds 10 per cent of the finance company's total assets.

PART III

SCHEDULE 3

Name of Finance Company

Year Ended

VOLUME OF BUSINESS, EXCLUDING RENEWALS

| | Financing | | | Loans | | | | | | Per Cent |
|---|---|---|---|---|---|---|---|---|---|---|
| | Retail | Leasing | Wholesale | Dealer | Commercial | Residential Mortgages | Consumer | Other | Total | of Total |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| New Motor Vehicle | | | | | | | | | | |
| Used Motor Vehicle | | | | | | | | | | |
| Mobile Homes | | | | | | | | | | |
| Industrial | | | | | | | | | | |
| Farm Equipment | | | | | | | | | | |
| Home Products | | | | | | | | | | |
| Home Improvements | | | | | | | | | | |
| Bulk Purchase | | | | | | | | | | |
| Other Financing (describe) | | | | | | | | | | |
| Loans | | | | | | | | | | |
| Total: | | | | | | | | | | 100% |

Note 1. Describe volume if the total of column 8 is more than 10 per cent of the grand total.

Name of Finance Company

Year Ended

PART III
SCHEDULE 4

ANALYSIS OF CONSUMER LOAN VOLUME FOR THE PERIOD - BY TYPE OF BORROWER

| | | Number | Old Balances Renewed | New Money | Total |
|---|---|---|---|---|---|
| 1. | Loans to New Borrowers | | XXXXXXXXXXXX | | |
| 2. | Loans to Former Borrowers | | XXXXXXXXXXXX | | |
| 3. | Loans to Present Borrowers | | | | |
| | Totals: | | | | |

Included under Number 3 above were _____ loans (number of loans) to present borrowers where the amount of the loan, after deducting both finance charges and insurance charges, did not exceed the old balance renewed by more than 10 per cent. For the purpose of compiling this statistic, the amount of each "Old Balance Renewed" is the unpaid balance owed at the time of refinancing minus all refunds of finance and insurance charges. (A finance company reporting volume on a gross basis will report old balances on line 3 in the table above "gross", even though this supplementary statistic requires using "net" balance figures).

Note: To be completed by all consumer loan companies and other companies if, in Schedule 5, the total of column 7 is greater than 10 per cent of the total of column 9.

PART III

SCHEDULE 5

Name of Finance Company

Year Ended

## MATURITIES OF YEAR END RECEIVABLES

| Year | Financing (1) Retail 1 | Financing (1) Leasing 2 | Financing (2) Wholesale 3 | Loans Residential Dealer 4 | Loans Residential Commercial 5 | Loans Residential Mortgages 6 | Loans Residential Consumer 7 | Loans (3) Other 8 | Total 9 | Per Cent of Total 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| Sub-Total Over 5 Years | | | | | | | | | | |
| Total | | | | | | | | | | 100% |
| Total Without Precomputed Charge | | | | | | | | | | |
| Total with Precomputed Charge | | | | | | | | | | |
| Unearned Income | | | | | | | | | | |
| Percentage of unearned income to "with precomputed charge" Total | | | | | | | | | | |

Note 1 ____ per cent of retail financing is with dealer endorsement or repurchase agreement.

Note 2. Indicate the amount of wholesale in column 3 which was sold out of trust _____

Note 3. Describe receivables if the total of column 8 is more than 10 per cent of the grand total.

Note 4. If, for valid reasons, actual figures cannot be provided, estimates may be tendered. Where estimates are used, the fact should be stated.

PART III

SCHEDULE 6

MATURITIES OF YEAR END DEBT

Name of Finance Company

Year Ended _____

| | Debt (1) | | | |
|---|---|---|---|---|
| | Senior | Junior | Total | Per Cent of Total |
| Amount Maturing in Year(s) | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Sub-Total | | | | |
| 6 to 10 | | | | |
| 11 to 15 | | | | |
| 16 to 20 | | | | |
| 21 to 25 | | | | |
| Over 25 | | | | |
| | | | | 100% |

Note 1: Includes open market short term and bank borrowing

PART III

Name of Finance Company

SCHEDULE 7A(1)

Year Ended

DELINQUENCY - CONTRACTUAL MEASUREMENT

| | Financing | | Loans | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Retail | Leasing | Dealer | Commercial | Residential Mortgages | Consumer | Other | Total |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 30 - 59 days | | | | | | | | |
| - number of delinquent accounts | | | | | | | | |
| - % of total accounts | | | | | | | | |
| - instalments delinquent ($) | | | | | | | | |
| - % of total balance | | | | | | | | |
| 60 days or more | | | | | | | | |
| - number of delinquent accounts | | | | | | | | |
| - % of total accounts | | | | | | | | |
| - instalments delinquent ($) | | | | | | | | |
| - % of total balances | | | | | | | | |
| - balances delinquent ($) | | | | | | | | |
| - % of total balances | | | | | | | | |

Note 1: The finance company should report on Schedules 7A(1) and/or 7A(2) in accordance with the method or methods in use by the company as referred to in Item 1(c) of Part II.

PART III

SCHEDULE 7A(2)

Name of Finance Company

Year Ended

## DELINQUENCY - RECENCY MEASUREMENT(1)

| | Financing | | Loans | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Residential | | | |
| | Retail | Leasing | Dealer | Commercial | Mortgage | Consumer | Other | Total |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 60 - 89 days | | | | | | | | |
| - number of delinquent accounts | | | | | | | | |
| - % of total accounts | | | | | | | | |
| - balances delinquent ($) | | | | | | | | |
| - % of total balances | | | | | | | | |
| 90 days or more | | | | | | | | |
| - number of delinquent accounts | | | | | | | | |
| - % of total accounts | | | | | | | | |
| - balances delinquent ($) | | | | | | | | |
| - % of total balances | | | | | | | | |
| Accounts on which no principal has been received in the last 60 days | | | | | | | | |
| - number of delinquent accounts | | | | | | | | |
| - balances delinquent ($) | | | | | | | | |
| Accounts on which total applied to unpaid balance in the last 60 days was less than half the contractual instalment | | | | | | | | |
| - number of accounts | | | | | | | | |
| - balances | | | | | | | | |

(1) The data should be in accordance with the policy stated in Item 1(c) of Part II.

PART III

SCHEDULE 7B

Name of Finance Company

Year Ended_____

## ALLOWANCE FOR DOUBTFUL ACCOUNTS

| | 19__ (current year) | 19__ | 19__ | 19__ | 19__ |
|---|---|---|---|---|---|
| Opening Balance | | | | | |
| Losses | | | | | |
| Recoveries | | | | | |
| Deduct - Net Losses | | | | | |
| Sub-Total | | | | | |
| Add - Charge into P & L Account | | | | | |
| - Other (explain) | | | | | |
| Closing Balance | | | | | |
| Total Year End Receivables | | | | | |
| Per Cent of Closing Balance to Year End Receivables | | | | | |

PART III
SCHEDULE 7C

Name of Finance Company

Year Ended

## LOSS EXPERIENCE FOR PERIOD

Any class of receivables detailed on Schedule 5 which accounts for 10 per cent or more of total net losses for the period should be detailed below. Fill in the appropriate headings. All others may be included in one column.

| | | | All Other | Total |
|---|---|---|---|---|
| Outstanding at Beginning of Period | | | | |
| Volume for Period | | | | |
| Notes Purchased (Bulk-Face Amount) | | | | |
| 1. Total | | | | |
| Outstanding at End of Period | | | | |
| Notes Sold (Bulk-Face Amount) | | | | |
| Notes Charged Off (1) | | | | |
| 2. Total | | | | |
| 3. Liquidation 1. minus 2. | | | | |
| Notes Charged Off (1) | | | | |
| Less Recoveries | | | | |
| Net Losses Current Year | | | | |

1. For purposes of this schedule, "Notes Charged Off" should be computed, if possible, net of unearned charges. If gross figures are used, please indicate.

2. Indicate amount of claims against bonding companies which are carried as assets is_____.

Name of Finance Company

Year Ended _____

PART III

SCHEDULE 8

ANALYSIS OF SHORT TERM DEBT

| | | A | B | | C | |
|---|---|---|---|---|---|---|
| | | | Bank Borrowings | | Open Market Borrowings | |
| | | As At Statement Date | Maximum | Minimum | Maximum | Minimum |
| 1. | Date of Occurrence | XXX | ..... | ..... | ..... | ..... |
| 2. | Cash and Marketable Securities | $..... | $..... | $..... | $..... | $..... |
| 3. | Bank Borrowings | $..... | $..... | $..... | $..... | $..... |
| 4. | Open Market Borrowings | $..... | $..... | $..... | $..... | $..... |
| 5. | Bank Lines | $..... | $..... | $..... | $..... | $..... |

Note 1: Short term debt means debt originally incurred for a term of one year or less.

Note 2: If a precise date is not available, month end is satisfactory.

Note 3: See instructions overleaf.

Instructions to Schedule 8

(a) Line 1 - Indicate in Column B the precise dates on which maximum and minimum bank borrowings occurred during the year and then indicate in Column C the precise dates on which market borrowings were at maximum and minimum.

(b) Lines 2, 3, 4 and 5 - Give appropriate dollar amounts as at the indicated dates in Line 1 under Columns B and C.

(c) Column A - Give dollar amounts as at statement date.

(d) Explanatory comments by finance companies if necessary.

In addition, the following information should be provided:

1. Name the banks providing lines of credit; if more than 10, list only the names of the 10 banks providing the largest individual lines of credit.

2. What were the maximum short term borrowings (bank and open market) at any one time during the year and the date which these occurred?

3. Has the finance company made any guarantees or endorsements of borrowings not included in Schedule 8?

4. Are any finance company borrowings endorsed or guaranteed by others? Give details.

5. Are any of the bank lines used by subsidiaries, affiliated companies or parent companies? State details and amounts.

6. Do available bank lines cover open market borrowings at all times? State policy in this respect.

## PART IV

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PART IV

SECTION 1

SCHEDULE 1

MAJOR CONSUMER LOANS

Provide the following details on those consumer loan customers whose outstanding balances individually exceed 1/10 of 1 per cent of shareholder's equity.

1. Account number or code.
2. Occupation.
3. Date and amount of advance.
4. Description of security.
5. Amount outstanding.
6. Aggregate amount in arrears and number of days during which amount has been in arrears.

NOTE 1. To be completed by consumer loan companies only.

PART IV

SECTION 2

SCHEDULE 2(a)

Name of Finance Company

Year Ended

ANALYSIS OF WHOLESALE FINANCING

(Provide major classifications)

| | Maximum Outstanding at Any Month End During Period | Amount Outstanding at Statement Date | Amount Outstanding * 6 Months or Over |
|---|---|---|---|
| Classification | | | |
| | | | |
| | | | |
| | | | |
| Totals: | XXXXXXXXXXXX | | |

* From date of original advance.

PART IV

SECTION 2

SCHEDULE 2(b)

Name of Finance Company

Year Ended

## DEALER WHOLESALE CONCENTRATIONS *

List five largest dealer wholesale concentrations at statement date. Indicate any capital loans to these dealers, but do not include capital loans in determining concentrations.

| | DEALER Identify by Letter and Type of Business | | WHOLESALE OUTSTANDING End of Period | WHOLESALE OUTSTANDING Maximum at any Month End During Period | WHOLESALE Outstanding Over 6 Months | Capital Loans |
|---|---|---|---|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| | TOTALS: | | | XXX | | |

Note 1: To be completed by sales finance companies only.

Note 2: If the same dealer appears in Schedules 2(b), 3, and/or 4, the same letter designation should be used for such dealer in all schedules.

* From date of original advance.

_____
Name of Finance Company

Year Ended_____

PART IV

SECTION 2

SCHEDULE 3

CAPITAL LOANS TO DEALERS

Number _____ Amount $_____

Itemize five largest capital loans to dealers showing type of dealer, amount, description of collateral, and program for liquidation of each. If the aggregate amount is less than 1 per cent of shareholders' equity, the five largest capital loans to dealers need not be filled out.

Name of Finance Company

Year Ended

PART IV

SECTION 2

SCHEDULE 4

## DEALER RETAIL CONCENTRATIONS

List five largest dealer retail concentrations based on outstandings at statement date.

| | DEALER - Identify by Letter and Type of Business | Volume Purchased During Period | Outstanding at Statement Date | Balances * Past Due 60 Days or More | Dealer Reserve Held | Repurchase Recourse or Non-Recourse |
|---|---|---|---|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| | Totals: | | | | | |

* Unpaid balances of accounts with instalments past due 60 days or more on same basis as shown in Schedule 7(a) of Part III.

PART IV
SECTION 3

Name of Finance Company

Year Ended

## SCHEDULE 5

## INVENTORY ACTIVITY

| | Total | | N.H.A. | | Conventional | | | | Construction | | Other | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Residential | | Other | | | | | |
| | Amount | No. | Amount | No. | Amount | No. | Amount | No. | Amount | No. | Amount | No. |
| Beginning Inventory Principal Balances | | | | | | | | | | | | |
| ADD - Loans Generated and Purchased Principal Balances | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |
| DEDUCT - Principal Balances Loans Sold | | | | | | | | | | | | |
| DEDUCT - Principal Balances Collected | | | | | | | | | | | | |
| DEDUCT - Loans Foreclosed and Other Loans Taken out of Inventory Principal Balances | | | | | | | | | | | | |
| DEDUCT - Discounts | | | | | | | | | | | | |
| Total Deductions | | | | | | | | | | | | |
| Ending Inventory at Cost. | | | | | | | | | | | | |
| LESS - Reductions to Bring to Lower of Cost or Market | | | | | | | | | | | | |
| Ending Inventory at Lower of Cost or Market | | | | | | | | | | | | |

Name of Finance Company

Year Ended

PART IV

SECTION 3

SCHEDULE 6

AGING OF DELINQUENT MORTGAGE LOANS RECEIVABLE - IN OWN INVENTORY

| | Total | | Days Past Due | | | | In Process of Foreclosure | |
|---|---|---|---|---|---|---|---|---|
| | | | 30 to 59 | | 60 Days & Over | | | |
| | Amount | No. | Amount | No. | Amount | No. | Amount | No. |
| N.H.A. | | | | | | | | |
| Conventional 1-4 Family | | | | | | | | |
| Conventional Other | | | | | | | | |
| Construction | | | | | | | | |
| Land - Unimproved | | | | | | | | |
| Miscellaneous | | | | | | | | |
| Total | | | | | | | | |

Note 1. The finance company should report on this schedule in accordance with the method or methods referred to in Item 1(c) of Part II.

PART IV

Name of Finance Company

Year Ended _____

SECTION 3

SCHEDULE 7

REAL ESTATE OWNED

| | | Property Acquired Through Foreclosure | | Property Held for Investment | |
|---|---|---|---|---|---|
| | | No. | Cost | No. | Cost Less Depreciation |
| RESIDENTIAL | 1 - 4 Family | | | | |
| | Multiple Dwelling | | | | |
| COMMERCIAL | | | | | |
| INDUSTRIAL | | | | | |
| LAND - UNIMPROVED | | | | | |
| OTHER | | | | | |
| TOTAL | | | | | |

Note 1: To be completed if real estate owned exceeds 5 per cent of the total of column 9 on Schedule 5 of Part III.

AUDITOR'S REPORT TO ACCOMPANY FORM 29

To the Directors _____

We have examined the financial statements of _____

_____ as at _____

and reported thereon to the shareholders under date of

_____.

Our examination was made in accordance with generally accepted auditing standards for the purpose of forming an opinion on the financial statements taken as a whole. Parts of the information contained in Form 29 are drawn from financial records examined by us in the course of our audit but certain statistical data therein is drawn from records which were not included in our examination. Therefore we are unable to and do not express any opinion on the contents of Form 29. We have, however, read Form 29 which has been compiled by the Company.

We have no reason to believe that there are any misrepresentations in the information contained in Form 29 that is derived from the financial statements upon which we reported or that is within our knowledge as a result of our audit of such financial statements.

Chartered Accountants

**AFFIDAVIT**

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario ) I, .....
) (name in full)
.....of.....) of the .....
) in the .....
)

**MAKE OATH AND SAY THAT:**

1. I am the .....
Chief Financial Officer or Chief Executive Officer of the finance company.

2. That the attached Report presents fairly the information contained therein.

SWORN before me at the .....)
)
in the .....of .....)
)
this ..... day of .....19.. )
)
..... ).....
A Commissioner, etc. (signature)

O. Reg. 478/79, Form 29; O. Reg. 190/80, s. 35.

FORM 30

*Securities Act*

INFORMATION CIRCULAR

ITEM 1 REVOCABILITY OF PROXY

State whether the person or company giving the proxy has the power to revoke it. If any right of revocation is limited or is subject to compliance with any formal procedure, briefly describe the limitation or procedure.

ITEM 2 PERSONS OR COMPANIES MAKING THE SOLICITATION

(a) If solicitation is made by or on behalf of the management of the reporting issuer, so state. Give the name of any director of the reporting issuer who has informed the management in writing that he intends to oppose any action intended to be taken by the management and indicate the action that he intends to oppose.

(b) If a solicitation is made otherwise than by or on behalf of the management of the reporting issuer, so state and give the name of the person or company by whom or on whose behalf it is made.

(c) If the solicitation is to be made otherwise than by mail, describe the method to be employed. If the solicitation is to be made by specially engaged employees or soliciting agents, state,

(i) the material features of any contract or arrangement for the solicitation and identify the parties to the contract or arrangement, and

(ii) the cost or anticipated cost thereof.

(d) State the name of the person or company by whom the cost of soliciting has been or will be borne, directly or indirectly.

ITEM 3 INTEREST OF CERTAIN PERSONS AND COMPANIES IN MATTERS TO BE ACTED UPON

Give brief particulars of any material interest, direct or indirect, by way of beneficial ownership of securities or otherwise, of each of the following persons or companies in any matter to be acted upon other than the election of directors or the appointment of auditors;

(a) if the solicitation is made by or on behalf of the management of the reporting issuer, each person who has been a director or senior officer of the reporting issuer at any time since the beginning of the last financial year of the reporting issuer;

(b) if the solicitation is made otherwise than by or on behalf of the management of the reporting issuer, each person or company on whose behalf, directly or indirectly, the solicitation is made;

(c) each proposed nominee for election as a director of the reporting issuer;

(d) each associate or affiliate of any of the foregoing persons or companies.

Instructions :

1. The following persons or companies shall be deemed to be persons or companies by whom or on whose behalf the solicitation is made:

   (a) any member of a committee or group that solicits proxies, and any person or company whether or not named as a member who, acting alone or with one or more other persons or companies, directly or indirectly takes the initiative or engages in organizing, directing or financing any such committee or group;

   (b) any person or company who finances or joins with another to finance the solicitations of proxies except a person or company who contributes not more than $250 and who is not otherwise a person or company by whom or on whose behalf the solicitation is made; or

   (c) any person or company who lends money,provides credit or enters into any other arrangements, pursuant to any contract or understanding with a person or company by whom or on whose behalf a solicitation is made, for the purpose of financing or otherwise inducing the purchase, sale, holding or voting of securities of the reporting issuer, provided, that this clause does not include a bank or other lending institution or a dealer that, in the ordinary course of business, lends money or executes orders for the purchase or sale of securities and who is not otherwise a person or company on whose behalf a solicitation is made.

2. The following persons or companies shall be deemed not to be persons or companies by whom or on whose behalf a solicitation is made;

(a) any person or company retained or employed by a person or company by whom or on whose behalf a solicitation is made to solicit proxies and who is not otherwise a person or company by whom or on whose behalf a solicitation is made or any person or company who merely transmits proxy-soliciting material or performs ministerial or clerical duties;

(b) any person or company employed or retained by a person or company by whom or on whose behalf a solicitation is made in the capacity of lawyer, accountant, or advertising, public relations or financial adviser and whose activities are limited to the performance of his duties in the course of the employment or retainer;

(c) any person regularly employed as an officer or employee of the reporting issuer or any of its affiliates who is not otherwise a person by whom or on whose behalf a solicitation is made; or

(d) any officer or director of, or any person regularly employed by, any other person or company by whom or on whose behalf a solicitation is made, if the officer, director or employee is not otherwise a person by whom or on whose behalf a solicitation is made.

ITEM 4 VOTING SECURITIES AND PRINCIPAL HOLDERS OF VOTING SECURITIES

(a) State as to each class of voting securities of the reporting issuer entitled to be voted at the meeting, the number of securities outstanding and the particulars of voting rights for each security of each such class.

(b) Give the record date as of which the security holders entitled to vote at the meeting will be determined or particulars as to the closing of the security transfer register, as the case may be, and, if the right to vote is not limited to security holders of record as of a specified record date, indicate the conditions under which security holders are entitled to vote.

(c) If, to the knowledge of the directors or senior officers of the reporting issuer, any person or company beneficially owns, directly or indirectly, or exercises control or direction over, voting securities carrying more than 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer, name each such person or company, state the approximate number of the securities beneficially owned, directly or indirectly, or over which control or direction is exercised, by each such person or company and the percentage of the class of outstanding voting securities of the reporting issuer represented by the number of voting securities so owned, controlled or directed.

ITEM 5 ELECTION OF DIRECTORS

(a) If directors are to be elected, provide the following information, in tabular form to the extent practicable, for each person or company proposed to be nominated for election as a director and each other person or company whose term of office as a director will continue after the meeting:

(i) Name and identify as such each proposed director of the reporting issuer and name each director of the reporting issuer whose term of office will continue after the meeting.

(ii) State when the term of office for each director and proposed director will expire.

(iii) State whether the reporting issuer has an executive committee of its Board of Directors or is required to have an audit committee and, if so, name those directors who are members of each such committee.

(iv) Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

(v) State the present principal occupation, business or employment of each director and proposed director. Give the name and principal business of any person or company in which any such employment is carried on. Furnish similar information as to all of the principal occupations, businesses or employments of each proposed director within the five preceding years, unless he is now a director and was elected to

his present term of office by a vote of security holders at a meeting, the notice of which was accompanied by an information circular.

(vi) If the proposed director is or has been a director of the reporting issuer, state the period or periods during which he has served as such.

(vii) State the number of securities of each class of voting securities of the reporting issuer or of any subsidiary of the reporting issuer beneficially owned, directly or indirectly or over which control or direction is exercised by each proposed director.

(viii) If voting securities carrying more than 10 per cent of the voting rights attached to all voting securities of the reporting issuer or of a subsidiary of the reporting issuer are beneficially owned, directly or indirectly, or controlled or directed by any proposed director and his associates or affiliates, state the number of securities of each class of voting securities beneficially owned, directly or indirectly, or controlled or directed by the associates or affiliates, naming each associate or affiliate whose security holdings are 10 per cent or more.

(b) If any proposed director is to be elected pursuant to any arrangement or understanding between the nominee and any other person or company, except the directors and senior officers of the reporting issuer acting solely in such capacity, name the other person or company and describe briefly the arrangement or understanding.

ITEM 6 DIRECTORS' AND OFFICERS' REMUNERATION

If action is to be taken with respect to:-

- the election of directors,
- any bonus, profit sharing or other plan of remuneration, contract or arrangement in which any director or officer of the reporting issuer will participate,
- any pension or retirement plan of the reporting issuer in which any director or officer of the reporting issuer will participate, or
- the granting to any director or officer of the reporting issuer of any option or right to purchase any securities other than rights issued rateably to all shareholders or to all shareholders resident in Canada,

TABLE
REMUNERATION OF DIRECTORS
AND OFFICERS

| | NATURE OF REMUNERATION | | |
|---|---|---|---|
| | FROM OFFICE, EMPLOYMENT AND EMPLOYER CONTRIBUTIONS (AGGREGATE) | COST OF PENSION BENEFITS (AGGREGATE) | OTHER (AGGREGATE) |
| (1) DIRECTORS (TOTAL NUMBER:__)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 1<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |
| (11) FIVE SENIOR OFFICERS:<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 2<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |
| (111) OFFICERS WITH REMUNERATION OVER $50,000 (TOTAL NUMBER:___)<br>(A) FROM ISSUER AND WHOLLY-OWNED SUBSIDIARIES:<br>(B) FROM PARTIALLY-OWNED SUBSIDIARIES: (PROVIDE NAMES)<br>_____<br>_____<br>_____<br>TOTAL | SEE INSTRUCTION # 1<br>$ | <br>$ | LAST COMPLETED FINANCIAL YEAR<br>FUTURE YEARS<br>$ |

NOTE: The table disclosing the remuneration of directors and officers that is required to be included in,

(a) a prospectus, the preliminary receipt for which was issued on or before April 7, 1980, whether the receipt for the prospectus was issued before or after that date; and

(b) an information circular mailed before or after April 7, 1980, with respect to a meeting taking place within sixty days after that date,

may, in lieu of the form of the table prescribed above, be made in the form prescribed in Ontario Regulation 478/79 as it read immediately prior to April 7, 1980. O. Reg. 190/80, s. 31 (2).

(a) state in the form of the table shown above separately for each of the following the aggregate remuneration paid or payable by the reporting issuer and its subsidiaries in respect of the reporting issuer's last completed financial year to:-

(i) the directors of the reporting issuer in their capacity as directors of the reporting issuer and any of its subsidiaries,

(ii) the five senior officers of the reporting issuer in receipt of the largest amounts of remuneration, in their capacity as officers or employees of the reporting issuer and any of its subsidiaries, and

(iii) the officers of the reporting issuer including those in (ii) who received in their capacity as officers or employees of the issuer and any of its subsidiaries aggregate remuneration in excess of $50,000 in that year, provided that this disclosure shall not be required where the issuer has less than seven such officers,

(b) State, where practicable, the estimated aggregate cost to the issuer and its subsidiaries in or in respect of the last completed financial year of all benefits proposed to be paid under any pension or retirement plan upon retirement at normal retirement age to persons to whom paragraph (a) applies, or in the alternative, the estimated aggregate amount of all such benefits proposed to be paid upon retirement at normal retirement age to those persons.

(c) State where practicable, the aggregate of all remuneration payments other than those of the type referred to in paragraphs (a) and (b) made in or in respect of the reporting issuer's last completed financial year and, as a separate amount, proposed to be made in the future by the reporting issuer or any of its subsidiaries pursuant to an existing plan to persons to whom paragraph (a) applies.

Instructions:

1. For the purpose of clauses (i) and (iii) of paragraph (a), "remuneration" means amounts required to be reported as income under the Income Tax Act (Canada).

2. For the purpose of clause (ii) of paragraph (a), "remuneration" means remuneration as defined in instruction 1 plus the value of benefits (other than those benefits provided to a broad category of employees on a basis which does not discriminate in favour of officers or directors) not included in income and derived from contributions made by the employer to or under a group sickness or accident insurance plan, private health service plan, supplementary unemployment benefit plan, deferred profit sharing plan or group term life insurance policy.

3. If any portion of any of the amounts to be disclosed under paragraph (a) was paid by one or more subsidiaries of the reporting issuer other than wholly-owned subsidiaries, the amount paid by each such subsidiary shall be separately disclosed together with the names of the subsidiaries. For this purpose, a wholly-owned subsidiary means a subsidiary all of the outstanding shares of which (other than shares whose participation in the profits of the issuer is limited to a fixed or determinable entitlement to dividends) are owned by or for the issuer or by or for other corporations in a like relationship with the issuer.

4. For the purpose of paragraph (c), "plan", includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by a resolution of the directors of the issuer or any of its subsidiaries but does not include the Canada Pension Plan or a similar government plan.

5. For the purposes of paragraph (c), "remuneration payments" include payments under a deferred profit sharing plan, deferred compensation benefits, retirement benefits or other benefits, except those paid or to be paid under a pension or retirement plan of the issuer or any of its subsidiaries.

6. For the purposes of paragraph (c), if it is impracticable to state the amount of proposed remuneration payments, the aggregate amount accrued to date in respect of such payments may be stated, with an explanation of the basis of future payments.

(d) State as to all options to purchase securities of the reporting issuer or any of its subsidiaries that, since the commencement of the reporting issuer's last financial year, were granted to directors or senior officers of the reporting issuer, the following particulars:

(i) the description and number of securities included,

(ii) the dates of grant, the prices, expiration dates and other material provisions,

(iii) the consideration received for the granting thereof, and

(iv) where reasonably ascertainable, a summary showing the price range of the securities in the thirty-day period preceding the date of the grant and where not reasonably ascertainable, a statement to that effect.

As to all options to purchase securities of the reporting issuer or any of its subsidiaries that were exercised by directors or senior officers of the reporting issuer since the commencement of the reporting issuer's last financial year, state the following particulars:

(i) The description and number of securities purchased,

(ii) the purchase price, and

(iii) where reasonably ascertainable, a summary showing the price range of the securities in the thirty-day period preceding the date of purchase and, where not reasonably ascertainable, a statement to that effect.

Instructions :

1. "Options" includes all options, share purchase warrants or rights other than those issued to all security holders of the same class or to all security holders of the same class resident in Canada on a pro rata basis.

2. An extension of an option shall be deemed to be a granting of an option.

3. Information with respect to the option price of the securities may be given in the form of price ranges for each calendar quarter during which options were granted or exercised.

4. Where the price of the securities is not meaningful, it is permissible to state in lieu of the price the formula by which the price of the securities under option will be determined.

Item 7 Indebtedness of Directors and Senior Officers

In regard to,

(i) each director and each senior officer of the company;

(ii) each proposed nominee for election as a director of the company; and

(iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

(a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed $25,000;

(b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

(i) the borrower is a full-time employee of the issuer;

(ii) the loan is fully secured against the residence of the borrower, and

(iii) the amount of the loan does not exceed the annual salary of the borrower;

(c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

(i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and

(ii) involves no more than usual risks of collectibility, and

(d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 8 INTEREST OF INSIDERS IN MATERIAL TRANSACTIONS.

Where not previously disclosed in an information circular, describe briefly, and where practicable, state the approximate amount of any material interest, direct or indirect, of any insider of the reporting issuer, any proposed nominee for election as a director of the reporting issuer or any associate or affiliate of such insider or proposed nominee in any transaction since the commencement of the reporting issuer's last financial year or in any proposed transaction which has materially affected or would materially affect the reporting issuer or any of its subsidiaries.

Instructions

1. Give a brief description of the material transaction. State the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which the interest is required to be described.

2. As to any transaction involving the purchase or sale of assets by or to the reporting issuer or any subsidiary, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the reporting issuer where the security holder receives no extra or special benefit or advantage not shared on a pro rata basis by all holders of the same class of securities or by all holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the reporting issuer where any of the specified persons or companies was or is to be an underwriter who was or is to be in contractual relationship with the reporting issuer with respect to securities of the reporting issuer or is an associate or affiliate of a person or company that was or is to be such an underwriter.

5. No information need be given in answer to this item as to any transaction or any interest therein where,

(a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;

(b) the interest of the specified person or company in the transaction is solely that of a director of another person or company that is a party to the transaction;

(c) the transaction involves services as a chartered bank or other depositary of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or

(d) the transaction does not directly or indirectly, involve remuneration for services, and

(i) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another person or company that is a party to the transaction,

(ii) the transaction is in the ordinary course of business of the reporting issuer or its subsidiaries, and

(iii) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the reporting issuer and its subsidiaries for the last financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above which involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another person or company furnishing the services to the reporting issuer or its subsidiaries.

ITEM 9 APPOINTMENT OF AUDITOR

If action is to be taken with respect to the appointment of an auditor, name the auditor of the reporting issuer. If the auditor was first appointed within the last five years, state the date when the auditor was first appointed.

ITEM 10 MANAGEMENT CONTRACTS

Where management functions of the reporting issuer or any subsidiary are to any substantial degree performed by a person or company other than the directors or senior officers of the reporting issuer or subsidiary:

(i) give details of the agreement or arrangement under which the management functions are performed, including the name and address of any person or company who is a party to the agreement or arrangement or who is responsible for performing the management functions;

(ii) give the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of the insiders of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement and, if the following information is known to the directors or senior officers of the reporting issuer, give the names and addresses of any person or company that would be an insider of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement if the person or company were a reporting issuer;

(iii) with respect to any person or company named in answer to paragraph (i) state the amounts paid or payable by the reporting issuer and its subsidiaries to the person or company since the commencement of the last financial year and give particulars; and

(iv) with respect to any person or company named in answer to paragraph (i) or (ii) and their associates or affiliates, give particulars of,

(a) any indebtedness of the person or company, associate or affiliate to the reporting issuer or its subsidiaries that was outstanding, and

(b) any transaction or arrangement of the person or company, associate or affiliate with the reporting issuer or subsidiary.

at any time since the commencement of the reporting issuer's last financial year.

Instructions:

1. In giving the information called for by this item, it is not necessary to refer to any matter that in all the circumstances is of relative insignificance.

2. In giving particulars of indebtedness, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount of the indebtedness presently outstanding and the rate of interest paid or charged on the indebtedness.

3. It is not necessary to include as indebtedness amounts due from the particular person or company for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions.

ITEM 11 PARTICULARS OF MATTERS TO BE ACTED UPON

If action is to be taken on any matter to be submitted to the meeting of security holders other than the approval of financial statements, the substance of the matter, or related groups of matters, should be briefly described, except to the extent described pursuant to the foregoing items, in sufficient detail to permit security holders to form a reasoned judgement concerning the matter. Without limiting the generality of the foregoing, such matters include alterations of share capital, charter amendments, property acquisitions or dispositions, amalgamations, mergers or reorganizations. Where a reorganization or similar restructuring is involved, reference should be made to a prospectus form or issuer bid form for guidance as to what is material.

If the matter is one that is not required to be submitted to a vote of security holders, the reasons for submitting it to security holders should be given and a statement should be made as to what action is intended to be taken by management in the event of a negative vote by the security holders.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 30; O. Reg. 190/80, s. 31 (1), *part*.

FORM 31

*Securities Act*

TAKE-OVER BID CIRCULAR

Item 1 Name of Offeror

Item 2 Name of Offeree Company

Item 3 Beneficial Ownership of Securities of the Offeree Company

State the number, without duplication, and designation of any securities of the offeree company beneficially owned, directly or indirectly,

i. by the offeror,
ii. if known to the directors or senior officers of the offeror after reasonable inquiry, by an associate of the offeror,
iii. by each director and each senior officer of the offeror and by the associates of each director or senior officer whose ownership of securities of the offeree company is known after reasonable inquiry to the director or senior officer,
iv. where known after reasonable inquiry to the directors or senior officers of the offeror, by a person or company who beneficially owns, directly or indirectly, voting securities of the offeror carrying more than 10 per cent of the voting rights attached to any class of voting securities of the offeror for the time being outstanding

or if none are so owned, a statement to that effect.

Item 4 Trading in Securities of the Offeree Company

State, where known after reasonable inquiry to the directors or senior officers of the offeror, the number and designation of any shares of the offeree company traded by the persons or companies referred to in Item 3 during the six-month period preceding the date of the take-over bid, including the purchase or sale price and the date of each such transaction.

Item 5 Terms and Conditions to the Take-Over Bid

State the terms of the take-over bid. State, where the obligation of the offeror to take up and pay for securities under the take-over bid is conditional, the particulars of each condition.

Item 6 Payment for Deposited Securities

State the particulars of the method and time of payment of the cash or other consideration to be paid for the securities of the offeree company.

Item 7 Right to Withdraw Deposited Securities

State that any securities deposited pursuant to the take-over bid may be withdrawn by or on behalf of the offeree at any time until the expiration of ten days from its date and that, where the terms of the take-over bid are varied before its expiration, other than a variation resulting solely from an increase in price, any deposited securities may be withdrawn by an offeree at any time until the expiration of ten days from the date of the varied offer. State also that notice of withdrawal of securities deposited must be in writing, including telegraphic communication, by the offeree or his agent, and must be actually received by the depositary.

Item 8 Arrangements to Pay for Deposited Securities

State, where the securities in the offeree company sought to be acquired pursuant to the take-over bid are to be paid for in whole or in part in cash, the details of the arrangements that have been made by the offeror to ensure that the required funds are available to take up and pay for the securities of the offeree company deposited pursuant to the take-over bid.

Item 9 Volume of Trading in the Securities to be Acquired

Furnish, where reasonably ascertainable, a summary showing in reasonable detail the volume of trading and price range of the securities of the offeree company sought to be acquired pursuant to the take-over bid in the six-month period preceding the date of the take-over bid. State the date that the take-over bid to which this circular relates was announced to the public and the market price of the securities of the offeree company immediately before such announcement.

Item 10 Arrangements Between the Offeror and the Directors and Officers of the Offeree Company

State the particulars of any arrangement or agreement made or proposed to be made between the offeror and any of the directors or senior officers of the offeree company, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to their remaining in or retiring from office, if the take-over bid is successful.

Item 11 Material Changes in the Affairs of the Offeree Company

State the particulars of any information known to the offeror that indicates any material change in the affairs of the offeree company since the date of the last published interim or annual financial statement of the offeree company.

Item 12 Valuation

Where a valuation is provided pursuant to a legal requirement or otherwise,

(a) include a summary of the valuation disclosing: the basis of computation, scope of review, relevant factors and their values, the key assumptions on which the valuation is based and the extent to which any advantage accruing to a person or company continuing as a security holder of the offeree company after completion of the takeover bid has been considered in the valuation, and

(b) advise where copies of the valuation are available for inspection and state that a copy of the valuation will be sent to any registered holder of securities of the offeree company sought to be acquired upon payment of a charge sufficient to cover printing and postage.

Item 13 Securities of an Issuer to be Exchanged for Securities of the Offeree Company

Where a takeover bid provides that the consideration for the securities of the offeree company is to be, in whole or in part, securities of an issuer, include the information prescribed by the form of prospectus appropriate for the issuer whose securities are being offered in exchange for the securities of the offeree company, the financial statements of the issuer required to be included in such prospectus and the particulars of any information known to the offeror that indicates any material change in the affairs of the issuer since the date of the last published interim or annual financial statement of the issuer.

Item 14 Right of Appraisal and Acquisition

State any rights of appraisal the offerees have under the laws governing the offeree company and state whether or not the offeror intends to exercise any right of acquisition the offeror may have.

Item 15 Market Purchases of Securities

State whether or not the offeror intends to purchase in the market securities that are the subject of the takeover bid.

Item 16 Other Material Facts

Describe any:

(a) material facts concerning the securities of the offeree company, and

(b) any other matter not disclosed in the foregoing that has not previously been generally disclosed and is known to the offeror but which would reasonably be expected to affect the decision of the security holders of the offeree company to accept or reject the offer.

Item 17 Consents to the Use of Experts' Reports

Reproduce, or file with the Commission together with the take-over bid circular, the consent of every solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession or business gives authority to a statement made by him to the use of a report, opinion or statement of such person or company included in or accompanying the take-over bid circular.

Item 18 Approval of the Take-Over Bid Circular

Where the take-over bid is made by or on behalf of an offeror that has directors as defined in the Act, state that the contents of the take-over bid circular have been approved by its board of directors and that the sending of the take-over bid circular to the offerees has been authorized by its board of directors.

Item 19 Rights

Include a statement of the rights provided by section 127 (1) of the Act.

Item 20 Certificate

Include a certificate in the following form signed, where the take-over bid is made by or on behalf of a company, by the chief executive officer, the chief financial officer and, on behalf of the board of directors, by any two directors of the company other than the foregoing, duly authorized to sign* and, where the take-over bid is made by or on behalf of a person, by the person if the person is an individual and otherwise by any director of the person:

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

DATE OF TAKE-OVER BID CIRCULAR

*Where the company has only three directors, two of whom are the chief executive officer and the chief financial officer, the certificate may be signed by all the directors of the company.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 31.

**FORM 32**

*Securities Act*

**DIRECTORS' CIRCULAR**

**Item 1** **Name of Offeror**

**Item 2** **Name of Offeree Company**

**Item 3** **Names of Directors of the Offeree Company**

**Item 4** **Beneficial Ownership of Securities of the Offeree Company**

State the number, without duplication, and designation of any securities of the offeree company beneficially owned, directly or indirectly,

i by each director and each senior officer of the offeree and by the associates of each director or senior officer whose ownership of securities of the offeree company is known to the director or senior officer after reasonable inquiry, and

ii where known to the directors or senior officers of the offeror after reasonable inquiry, by a person or company who beneficially owns, directly or indirectly, voting securities of the offeree company carrying more than 10 per cent of the voting rights attached to any class of voting securities of the offeree company for the time being outstanding

or, in each case, if none are so owned, a statement to that effect.

Item 5 Acceptance of the Take-Over Bid by Directors and Senior Officers of the Offeree Company

State whether,

i any director or senior officer of the offeree company,

ii the associates of each director or senior officer whose acceptance is known to such director or senior officer after reasonable inquiry,

iii any person or company who beneficially owns directly or indirectly voting securities of the offeree company carrying more than 10 per cent of the voting rights attached to any class of voting securities of the offeree company for the time being outstanding whose acceptance is known to the directors or senior officers after reasonable inquiry

has accepted or intends to accept the offer in respect of any securities of the offeree company sought to be acquired and, in each case, state if known, the number of the securities in respect of which each director, senior officer, associate, person or company has accepted or intends to accept the offer.

Item 6 Beneficial Ownership of Securities of the Offeror

Where a take-over bid is made by or on behalf of an issuer, state the number, without duplication, and designation of any securities of the offeror beneficially owned, directly or indirectly by

i each director and each senior officer of the offeree company and by the associates of each director or senior officer whose ownership of such securities is known after reasonable inquiry to the director or senior officer, and

ii where known to the directors or senior officers after reasonable inquiry, by each person or company who beneficially owns, directly or indirectly, voting securities of the offeree company carrying more than 10 per cent of the voting rights attached to any class of voting securities of the offeree company for the time being outstanding.

**Item 7 Relationships Between the Offeror and Directors and Senior Officers of the Offeree Company**

**State the particulars of any arrangement or agreement made or proposed to be made between the offeror and any of the directors or senior officers of the offeree company, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to their remaining in or retiring from office if the take-over bid is successful. State also, whether any directors or senior officers of the offeree company are also directors or senior officers of the offeror or any subsidiary of the offeror and identify such persons.**

Item 8 Interests of Directors and Senior Officers of the Offeree Company in Material Contracts of the Offeror

State whether any director or senior officer of the offeree company and their associates and, where known to the directors or senior officers after reasonable inquiry, whether any person or company who beneficially owns, directly or indirectly, voting securities of the offeree company carrying more than 10 per cent of the voting rights attached to any class of voting securities of the offeree company for the time being outstanding has any interest in any material contract to which the offeror is a party, and, if so, state particulars of the nature and extent of such interest.

Item 9 Trading by Directors and Officers

Furnish the number of all shares of the offeree company traded, the purchase or sale price and the date of each transaction during the six month period preceding the date of the circular by

(a) each director and senior officer of the offeree company and, where known to a director or senior officer after reasonable inquiry, his associates;

(b) the offeree company and, where known to the directors and senior officers after reasonable inquiry, its associates and affiliates; and

(c) where known to the directors and senior officers after reasonable inquiry, insiders other than those referred to in (a) and (b).

Information as to the trading of the associates of a director or senior officer of the company may be omitted if the director or senior officer files the certificate referred to below. Information as to the trading of the associates and affiliates of the offeree company may be omitted if the offeree company files the certificate referred to below.

Concurrently with or prior to the filing of the circular to which the item relates, any of the directors or senior officers of the offeree company, and the offeree company may file with the Commission a certificate stating that such person or company did not, while possessed of knowledge of the pending take-over bid and prior to public dissemination of information as to that bid

(a) trade in any securities of the offeree company;

(b) communicate information as to the take-over bid to any other person or company except in the necessary course of business; or

(c) recommend purchase of securities of the offeree company to any other person or company.

Item 10 Additional Information

If any information required to be disclosed by the take-over bid circular prepared by the offeror has been presented incorrectly or is misleading, supply any additional information within the knowledge of the offeree which would make the information in the circular correct or not misleading.

Item 11 Material Changes in the Affairs of the Offeree Company

State the particulars of any information known to any of the directors or senior officers of the offeree company that indicate any material change in the affairs of the offeree company since the date of the last published interim or annual financial statement of the offeree company.

Item 12 Other Information

State the particulars of any other information not disclosed in the foregoing but known to the directors which would reasonably be expected to affect the decision of the security holders of the offeree company to accept or reject the offer.

Item 13 Recommending Acceptance or Rejection of a Take-Over Bid

Where a board of directors of an offeree company is considering recommending acceptance or rejection of a take-over bid at the time of sending a directors' circular, state that fact and, if desired, advise the offerees not to tender their securities until a further communication is received from the directors and where a recommendation has been made at the time of sending a directors' circular, include such recommendation therein.

Item 14 Consents to the Use of Experts' Reports

Reproduce, or file with the Commission together with the directors' circular, the consent of every solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession or business gives authority to a statement made by him to the use of a report, opinion or statement of such person or company included in or accompanying the directors' circular.

Item 15 Approval of Directors' Circular

State that the contents of the directors' circular have been approved by the directors of the offeree company and that the delivery of the directors' circular has been authorized by the directors of the offeree company.

Item 16 Financial Statements

Where unaudited financial statements of the offeree company are included in a directors' circular, include a report of the chief financial officer of the offeree company stating whether in his opinion the financial statements present fairly the financial position of the offeree company and the results of its operations for the period under review.

Item 17 Right of Damages

Include a reference to the right of action for damages created by section 127 (2) of the Act.

Item 18 Certificate

Include a certificate in the following form signed by the chief executive officer, the chief financial officer and, on behalf of the board of directors, by any two directors of the company other than the foregoing, duly authorized to sign*:

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

DATE OF DIRECTORS' CIRCULAR

Where the offeree company has only three directors, two of whom are the chief executive officer and the chief financial officer, the certificate may be signed by all the directors of the company.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 32.

FORM 33

*Securities Act*

DIRECTOR'S OR OFFICER'S CIRCULAR

Item 1 Name of Offeror

Item 2 Name of Offeree Company

Item 3 Name of Director or Officer of the Offeree Company

Item 4 Beneficial Ownership of Securities of the Offeree Company

State the number, without duplication, and designation of any securities of the offeree company beneficially owned, directly or indirectly, by the director or officer and his associates or, in each case, if none is so owned, a statement to that effect.

Item 5. Acceptance of the Take-Over Bid by the Director or Officer

State whether the director or officer of the offeree company and whether any associate of such director or officer whose acceptance is known to the director or officer, after reasonable inquiry has accepted or intends to accept the offer in respect of any securities of the offeree company sought to be acquired and state the number of the securities in respect of which the director or officer has accepted or intends to accept the offer.

Item 6 Securities of the Offeror Beneficially Owned by the Director or Officer

Where a take-over bid is made by or on behalf of an issuer, state the number, without duplication, and designation of any securities of the offeror beneficially owned, directly or indirectly, by the director or officer or, if known after reasonable inquiry to the director or officer, the associates of such director or officer.

Item 7 Arrangements Between the Offeror and the Director or Officer

State the particulars of any arrangement or agreement made or proposed to be made between the offeror and the director or officer, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to the director's or officer's remaining in or retiring from office if the take-over bid is successful. State whether the director or officer is also a director or senior officer of the offeror or any subsidiary of the offeror.

Item 8 Interests of the Director or Officer in Material Contracts of the Offeror

State whether or not the director or officer or his associates have any interest in any material contract to which the offeror is a party, and, if so, particulars of the nature and extent of such interest.

Item 9 Additional Information

If any information required to be disclosed by the take-over bid circular prepared by the offeror has been presented incorrectly or is misleading, supply any additional information within the knowledge of the offeree which would make the information in the circular correct or not misleading.

Item 10 Material Changes in the Affairs of the Offeree Company

State the particulars of any information known to the director or officer that indicates any material change in the affairs of the offeree company since the date of the last published interim or annual financial statement of the offeree company and not previously generally publicly disclosed or in the opinion of the director or officer, not adequately disclosed in the take-over bid circular or directors' circular.

Item 11 Other Information

State the particulars of any other information not disclosed in the foregoing but known to the director or officer which would reasonably be expected to affect the decision of the security holders of the offeree company to accept or reject the offer.

Item 12 Recommendation

State the recommendation of the director or officer and the reasons for the recommendation.

Item 13 Consents to the Use of Experts' Reports

Reproduce, or file together with the director's or officer's circular, the consent of every solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession or business gives authority to a statement made by him to the use of a report, opinion or statement of such person or company included in or accompanying the director's or officer's circular.

Item 14 Right of Damages

Include a reference to the right of action for damages created by section 127 (2) of the Act.

Item 15 Certificate

Include a certificate in the following for signed by or on behalf of each director or officer sending the director's circular.

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

DATE OF THE DIRECTOR'S OR OFFICER'S CIRCULAR

SIGNATURE

O. Reg. 478/79, Form 33.

FORM 34

*Securities Act*

ISSUER BID CIRCULAR

Item 1. Name of Issuer

Item 2. Securities Sought

State the class and number (shares) or principal amount (debt) of securities sought.

Item 3. Time Period

State the dates on which the issuer bid will commence and close.

Item 4. Method of Acquisition

State the method by which the securities will be acquired.

Item 5. Consideration Offered

State the consideration to be offered.

Item 6. Payment for Deposited Securities

State the particulars of the method and time of payment of the consideration.

Item 7. Right to Withdraw Deposited Securities

State that any securities deposited pursuant to the issuer bid may be withdrawn by or on behalf of the security holder at any time until the expiration of ten days from the date of the issuer bid.

Item 8. Sources of Funds

State the source of any funds to be used for payment and, if such funds are to be borrowed, the terms of the loan, the circumstances under which it must be repaid and the proposed method of repayment.

Item 9. Participation

Where the issuer bid is for less than all of the outstanding securities of that class, state that if a greater number or principal amount of the securities are tendered than the issuer is bound or willing to take up and pay for, the issuer will take up as nearly as may be pro rata, disregarding fractions, according to the number or principal amount of the securities tendered.

Item 10. Reasons for the Issuer Bid

State the purpose and business reasons for the issuer bid.

Item 11. Volume of Trading in Securities to be Acquired

Furnish, where reasonably ascertainable, a summary showing:

(a) the name of each stock exchange on which the securities sought are listed,

(b) in reasonable detail for the 12 months preceding the date of the issuer bid, the volume of trading and price range of the class of the securities sought, or in the case of debt securities the prices quoted, and

(c) the date that the issuer bid to which this circular relates was announced to the public and the market price of the securities of the issuer immediately before such announcement.

Item 12. Beneficial Ownership of Securities of the Issuer

State the number, without duplication, and the designation of any securities of the issuer beneficially owned or over which control or direction is exercised by:

(a) each director, senior officer or other insider of the issuer;

(b) where obtainable from the insider or, after reasonable inquiry, from the directors or senior officers of the issuer, each associate of an insider; and

(c) every associate or affiliate of the issuer.

Item 13. Acceptance by Insiders, Affiliates and Associates

Where known after reasonable inquiry to the directors and senior officers of the issuer, state the names of every person named in Item 12 who proposes to tender or accept the issuer bid.

Item 14. Benefits from the Issuer Bid

State the direct or indirect benefits to any of the persons named in Item 12 of accepting or refusing to accept the issuer bid.

Item 15. Material Changes in the Affairs of the Issuer

Disclose the particulars of any plans or proposals for material changes in the affairs of the issuer, including, for example, any contract or agreement under negotiation, any proposal to liquidate the issuer, to sell, lease or exchange all or a substantial part of its assets, to amalgamate it with any other business organization, or to make any material changes in its business, corporate structure (debt or equity), management or personnel.

Item 16. Other Benefits to Insiders, Affiliates and Associates

If any material changes or subsequent transactions are contemplated, as described in Item 15, state if known, any specific benefit, direct or indirect, as a result of such changes or transactions to any of the persons named in Item 12.

Item 17. Arrangements Between the Issuer and Security Holder

Provide the details of any contract, arrangement or understanding, formal or informal, between the issuer and

(a) any security holder of the issuer with respect to the issuer bid, and

(b) any person with respect to any securities of the issuer in relation to the issuer bid.

Item 18. Previous Purchases and Sales

State the number and designation of any securities of the issuer purchased or sold by the issuer excluding securities purchased or sold pursuant to the exercise of employee stock options, warrants and conversion rights during the twelve months preceding the date of the issuer bid, including the purchase or sale price, the date and purpose of each transaction.

Item 19. Financial Statements*

If the bid is made more than 10 days after the end of the three month period referred to in section 76 of the Act, include the interim financial statements and, in all other cases, include a statement that the most recent interim financial statements will be sent without charge to anyone requesting them.

*Note: The financial statements required pursuant to this item need not be audited unless such financial statements are required to be audited for the purpose for which they were originally prepared.

Item 20. Valuation

Where a valuation is provided pursuant to a legal requirement or otherwise,

(a) include a summary of the valuation disclosing: the basis of computation, scope of review, relevant factors and their values, the key assumptions on which the valuation is based and the extent to which any advantage accruing to a person or company continuing as a security holder of the issuer or its successor after completion of the issuer bid has been considered in the valuation, and

(b) advise where copies of the valuation are available for inspection and state that a copy of the valuation will be sent to any registered security holder upon payment of a nominal charge sufficient to cover printing and postage.

Item 21. Approval of the Issuer Bid

State that the issuer bid circular has been approved by the issuer's board of directors, disclosing the name of any director of the issuer who has informed the board of directors in writing of his opposition to the issuer bid.

Where the issuer bid is part of a transaction or to be followed by a transaction required to be approved by minority security holders, state the nature of the approval required.

Item 22. Previous Distribution

If the securities of the class subject to the issuer bid were distributed during the five years preceding the bid, state the distribution price per share and the aggregate proceeds received by the issuer or selling security holder.

Item 23. Dividend Policy

State the frequency and amount of dividends with respect to shares of the issuer during the two years preceding the date of the issuer bid; any restrictions on the issuer's ability to pay dividends and any plan or intention to declare a dividend or to alter the dividend policy of the issuer.

Item 24. Tax Consequences

Provide a general description of the consequences of the issuer bid under the Income Tax Act (Canada) to the issuer and to the security holders of any class affected.

Item 25. Expenses of the Issuer Bid

Provide a statement of the expenses incurred or to be incurred in connection with the issuer bid.

Item 26. Other Material Facts

State the particulars of any other material facts about the issuer bid and, if not generally disclosed, material facts within the knowledge of the issuer about the issuer not disclosed in the foregoing including, in either case, any material acts necessary in order to make any statement contained therein not misleading in the light of the circumstances in which it was made.

Item 27. Rights

Include a statement of the rights provided by section 127 (3) of the Act.

Item 28. Certificate

Include a certificate in the following form, signed by the chief executive officer, chief financial officer, and, on behalf of the board of directors, by any two directors other than the foregoing, duly authorized to sign*

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

DATE OF ISSUER BID CIRCULAR

*Where the issuer has only three directors, two of whom are the chief executive officer and the chief financial officer, the certificate may be signed by all directors of the issuer.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 34.

FORM 35

*Securities Act*

NOTICE OF INTENTION TO MAKE AN ISSUER BID

Item 1. Name of Issuer

Item 2. Securities Sought

State the class and number (shares) or principal amount (debt) of securities sought.

Item 3. Time Period

State, where known, the dates on which the issuer bid will commence and close.

Item 4. Method of Acquisition

State the method by which the securities will be acquired.

Item 5. Consideration Offered

State the consideration to be offered.

Item 6. Payment for Securities

State the particulars of the method and time of payment of the consideration.

NOTE: Disclose information called for by items other than items 1 through 6 inclusive only where such information has not previously been generally disclosed in documents of public record or compilable from the public record.

Item 7. Reasons for the Issuer Bid

State the purpose and business reasons for the issuer bid.

Item 8. Acceptance by Insiders, Affiliates and Associates

Where known, state the names of every person who proposes to tender or accept the issuer bid and is:

(a) a director, senior officer or other insider of an issuer

(b) an associate of an insider or

(c) an associate or affiliate of an issuer

Item 9. Benefits from the Issuer Bid

State the direct or indirect benefits to any of the persons named in Item 8 of accepting or refusing to accept the issuer bid.

Item 10. Material Changes in the Affairs of the Issuer

Disclose the particulars of any plans or proposals for material changes in the affairs of the issuer, including: any contract or agreement under negotiation, any proposal to liquidate the issuer, to sell, lease or exchange all or a substantial part of its assets, to amalgamate it with any other business organization, or to make any material changes in its business, corporate structure (debt or equity), management or personnel and include a certificate signed by a director duly authorized by the issuer's board of directors that there are no undisclosed material changes or plans for material changes.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 35.

FORM 36

*Securities Act*

INITIAL REPORT OF INSIDER

1. Name of the reporting issuer of which the undersigned is an insider.

2. Full name of the undersigned.

3. Business or home address of the undersigned. Where the business address is given, the Director may request that the home address in full be furnished to the Commission.

4. Indicate in what capacity or capacities the undersigned qualifies as an insider (Instruction 3).

5. Securities of the reporting issuer,

(a) beneficially owned, directly or indirectly, by the undersigned on

.....
day month year

(b) over which the undersigned exercises control or direction as at

.....
day month year

(Instruction 4)

| DESIGNATION OF SECURITY (Instruction 5) | AMOUNT OR NO. (instruction 6) | NATURE OF OWNERSHIP (Instruction 7) |
|---|---|---|
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| | | |
| | | |

6. Additional remarks (Instruction 8)

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

DATE OF THE REPORT SIGNATURE (Instruction 9)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE A REPORT THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, CONTAINS A MISREPRESENTATION.

INSTRUCTIONS

1. File two signed copies of the report with the Ontario Securities Commission as and when required by sections 102 (1), 103 or 104 of the *Securities Act*.

2. File a separate report with respect to each reporting issuer of which you are an insider.

3. Indicate in what capacity you qualify as an insider by, for example, using the word "director", "senior officer", "beneficial owner of voting securities carrying more than 10% of the voting rights attached to all securities of the reporting issuer outstanding", or "person or company that exercises control or direction over voting securities carrying more than 10% of the voting rights attached to all securities of the reporting issuer outstanding". If you qualify in more than one capacity, so state. The term "insider" is defined in paragraph 17 of section 1 (1) of the Act.

4. State separately your beneficial ownership of securities of the reporting issuer as of the date referred to in section 102 (1) or section 103 (1) of the Act and state the capacity in which control or direction over the securities may be exercised.

5. Under "Designation of Security" identify each class of security beneficially owned or over which control or direction may be exercised. For example, use descriptions such as "Common shares", "First preference shares" or "9% Debentures due 1995".

6. In reporting the amount or number of securities beneficially owned or over which control or direction may be exercised, give the principal amount of debt securities and the number of any other securities.

7. Under "Nature of Ownership", state whether and to what extent your beneficial ownership of securities is direct or indirect. To the extent your ownership is indirect, such as through a holding company, indicate in a footnote or some other appropriate manner the name or identity of the medium through which such securities are indirectly owned and state the amount or number so owned by such medium. Where control or direction is exercised over securities of the reporting issuer describe how control or direction is exercised.

In addition, where you have transferred or caused to be transferred securities of the reporting issuer into the name of an agent, nominee or custodian, the name and address of such agent, nominee or custodian must be included, unless such transfer was for the purpose of giving collateral for a bona fide debt.

Report securities owned indirectly on separate lines from securities owned directly. State, also, whether you may exercise control or direction over securities and report the amount or number on a separate line. To the extent that you may exercise control or direction over securities indicate the means by which such control or direction is exercised and state the amount or number of the securities.

8. You may include any additional information or explanation that you deem relevant.

9. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear in printed form and the name and office of the signee shall be in printed form immediately following the signature and, in the case of a company, there shall be filed with the Commission a certified copy of the resolution or by-law authorizing such person or persons to file. If the report is signed on behalf of an individual by an agent, there shall be filed with the Commission a duly completed power of attorney. The name of each individual signing a report shall be typed or printed legibly.

10. If space provided in any item is insufficient, additional sheets may be used. Additional sheets must be cross-referred to the item and properly identified and signed.

PLEASE PRINT OR TYPE AND FILE IN TWO SIGNED COPIES WITH

Ontario Securities Commission,
10 Wellesley Street East,
Toronto, Ontario
M7A 2H7.

O. Reg. 478/79, Form 36.

FORM 37

*Securities Act*

REPORT OF INSIDER ON CHANGES IN OWNERSHIP OF, OR CONTROL OR DIRECTION OVER, SECURITIES

1. Name of reporting issuer of which the undersigned is insider.

2. Full name of the undersigned.

3. Business or home address of the undersigned. Where the business address is given, the Director may request that the home address in full be furnished to the Commission.

4. Indicate in what capacity or capacities the undersigned qualifies as an insider (Instruction 3).

5. Information given for calendar month of

6. Date of last Report filed.

7. Changes during the month in the undersigned's direct or indirect beneficial ownership, or control or direction over securities of the reporting issuer (Instruction 4):

| Designation of Security (Inst. 5) | Date of Transfer or Purchase or Sale Transaction (Inst.6) | Amount or Number Purchased or Otherwise Acquired (Inst. 7) | Amount or Number Sold or Otherwise Disposed of (Inst. 7) | Price Per Security at Which Sold or Purchased or Otherwise Acquired or Disposed of (Inst.6) | Nature of Ownership or Control or Direction of Securities (Inst. 8) |
|---|---|---|---|---|---|
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8. As of the end of the month, list all securities of the reporting issuer beneficially owned, directly or indirectly, by the undersigned and over which the undersigned exercised control or direction.

| Designation of Security (Inst. 5) | Balance at Date of Last Report Filed | Balance at End of Month (Inst. 7) | Nature of Ownership or Control or Direction over Securities (Inst. 8) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

9. Additional remarks (Instruction 10).

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

DATE OF THE REPORT SIGNATURE (Instruction 11)

IT IS AN OFFENCE UNDER THE *SECURITIES ACT* TO FILE A REPORT THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, CONTAINS A MISREPRESENTATION.

INSTRUCTIONS

1. File two signed copies of the report with the Ontario Securities Commission as and when required by sections 102 (2), 103 or 104 of the *Securities Act*.

2. File a separate report with respect to each reporting issuer of which you are an insider.

3. Indicate in what capacity you qualify as an insider by, for example, using the word "director", "senior officer", "beneficial owner of voting securities carrying more than 10% of the voting rights attached to all securities of the reporting issuer outstanding", or "person or company that exercises control or direction over voting securities carrying more than 10% of the voting rights attached to all securities of the reporting issuer outstanding". If you qualify in more than one capacity, so state. The term "insider" is defined in section 1(1)17 of the Act.

4. State all changes in beneficial ownership of, or control or direction over, securities of the reporting issuer during the calendar month for which you are reporting and also beneficial ownership of or control or direction over securities as of the end of the month. Report every transaction involving a change in beneficial ownership of, or change in control or direction over, securities during the month even though purchases and sales or other changes during the month are equal or the change involves only the nature of ownership. Instruction 8 elaborates upon the nature of ownership.

5. Under "Designation of Security", identify each class of security beneficially owned or over which control or direction may be exercised. For example, use descriptions such as "Common shares", "First preference shares" or "9% Debentures due 1995".

6. Show the date (day, month and year) of each transaction opposite the amount or number of securities involved in the transaction and state the price at which each security was sold, purchased or transferred.

7. In reporting the amount or number of securities beneficially owned or over which control or direction may be exercised, give the principal amount of debt securities and the number of any other securities.

8. Under "Nature of Ownership", state whether and to what extent your beneficial ownership of securities is direct or indirect. To the extent your ownership is indirect, such as through a holding company, indicate in a footnote or some other appropriate manner the name or identity of the medium through which such securities are indirectly owned and state the amount or number so owned by such medium.

In addition, where you have transferred or caused to be transferred securities of the reporting issuer into the name of an agent, nominee or custodian, the name and address of such agent, nominee or custodian must be included, unless such transfer was for the purpose of giving collateral for a bona fide debt.

Report securities owned indirectly on separate lines from securities owned directly. State, also, whether you may exercise control or direction over securities and report the amount or number on a separate line. To the extent that you may exercise control or direction over securities indicate the means by which such control or direction is exercised and state the amount or number of the securities.

9. If you acquired from or sold to the reporting issuer of which you are an insider any of its securities, so state. If the acquisition of securities was through the exercise of an option, so state and give the price paid for each security. If any purchase or sale was effected otherwise than in the open market, so state giving particulars. If the transaction was not a purchase or sale, indicate its character. The character may be described, for example, as a "gift" or "stock dividend" and may be included under Item 9 of this Form.

10. You may include any additional information or explanation that you deem relevant.

11. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear in printed form and the name and office of the signee shall be in printed form immediately following the signature and there shall be filed with the Commission, in the case of a company, a certified copy of the resolution or by-law authorizing such person or persons to file. If the report is signed on behalf of an individual by an agent, there shall be filed with the Commission a duly completed power of attorney. The name of each individual signing a report shall be typed or printed legibly below the signature of the individual.

12. If space provided in any item is insufficient, additional sheets may be used. Additional sheets must be cross referred to the item and properly identified and signed.

Those reporting insider transactions should be guided by the following items in completing this report:

(a) The Commission staff are not permitted to correct, delete or add to a report. Therefore, ALL paragraphs must be completed.

(b) One should make certain that the amounts are consistent with the information given in previous reports.

(c) Where a report is intended to show directly held securities being disposed of in such a manner that the position becomes indirect, or vice versa, it is essential that both sides of the transaction are reported. For example, if Mr. Jones wishes to transfer 100 directly owned shares in Company "A" to a company controlled by Mr. Jones, named Company "B", it should be shown both as a sale by Mr. Jones and as a purchase by Company "B" under Item 7. We suggest that Item 9 be utilized to draw attention to these circumstances.

(d) Reporters are reminded that "stock splits" constitute a change in their holdings.

(e) Where attachments are used to record detailed transactions these should be totalled and the totals carried forward to Item 7 on the Form.

(f) When reporting indirect holdings always refer to the companies involved by full name. One should not, for example, use such identification as Company "A".

(g) Reporters are reminded that purchase warrants, puts, calls, or other transferable options are considered securities of a reporting issuer and must be reported.

PLEASE PRINT OR TYPE AND FILE IN TWO SIGNED COPIES WITH

Ontario Securities Commission
10 Wellesley Street East,
Toronto, Ontario,
M7A 2H7.

O. Reg. 478/79, Form 37.

FORM 38

*Securities Act*

REPORT BY A REGISTERED OWNER OF SECURITIES BENEFICIALLY OWNED BY AN INSIDER

NOTE: THIS REPORT IS ONLY REQUIRED WHERE:

1. VOTING SECURITIES ARE TRANSFERRED INTO THE NAME OF A PERSON OR COMPANY OTHER THAN THE BENEFICIAL OWNER:

2. THE PERSON OR COMPANY KNOWS THAT:

   (a) THEY ARE BENEFICIALLY OWNED BY AN INSIDER, AND

   (b) THE INSIDER HAS FAILED TO FILE A REPORT OF SUCH OWNERSHIP WITH THE ONTARIO SECURITIES COMMISSION AS REQUIRED BY PART XX OF THE ACT; AND

3. THE TRANSFER WAS NOT FOR THE PURPOSE OF GIVING COLLATERAL FOR A BONA FIDE DEBT.

---

1. State the relationship between the undersigned and the insider.

2. Certificate (Instruction 1):

   The undersigned hereby certifies that:

   1. attached as an exhibit is an unexecuted insider trading report in respect of voting securities that are registered in the name of the undersigned but beneficially owned by the insider named in the report, and

   2. the report has, in respect of such voting securities, been completed to the best of my information and belief.

Date of Report

Signature (Instruction 2)

Instructions

1. Use as the exhibit the form of report the insider has failed to file as required by Part XX of the Act. Complete the report only in respect of voting securities. If required information is not known by the person or company completing the attached report mark "Not known" or "Complete information not known".

2. Please print the name and office of the person or company executing this report or on whose behalf this report is executed.

IT IS AN OFFENCE FOR A PERSON TO MAKE A STATEMENT IN A DOCUMENT REQUIRED TO BE FILED OR FURNISHED UNDER THE ACT OR THIS REGULATION THAT, AT THE TIME AND IN THE LIGHT OF THE CIRCUMSTANCES UNDER WHICH IT IS MADE, IS A MISREPRESENTATION.

O. Reg. 478/79, Form 38.

FORM 39

*Securities Act*

REPORT UNDER SECTION 113 OF THE ACT

NAME OF THE MUTUAL FUND FOR WHICH THE MANAGEMENT COMPANY PROVIDES SERVICES AND ADVICE

NAME OF THE MANAGEMENT COMPANY

DATE OF THE TRANSACTION

CATEGORY OF THE TRANSACTION (INSTRUCTION 1)

PARTIES TO THE TRANSACTION

NATURE OF THE TRANSACTION (INSTRUCTION 2)

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

_____ _____

Date of the Report Name of Management Company

By_____

Signature

_____

Official Capacity

INSTRUCTIONS

INSTRUCTION 1

Categorize each transaction as being a transaction of purchase and sale of securities between the mutual fund and a related person or company, a transaction or purchase and sale of securities resulting in a related person or company receiving a fee, a loan between the mutual fund and a related person or company or a transaction to which the mutual fund and a related person or company of the mutual fund are joint participants.

INSTRUCTION 2

Where the transaction is categorized as a purchase or sale of securities between the mutual fund and a related person or company, state the issuer of the securities purchased or sold, the class or designation of the securities, the amount or number of securities and the consideration.

Where the transaction is categorized as a purchase or sale of securities resulting in a related person or company receiving a fee, state the issuer of the securities purchased or sold, the class or designation of the securities, the amount or number of the securities, the consideration, the name of the related person or company receiving a fee, the name of the person or company that paid the fee to the related person or company and the amount of the fee received by the related person or company.

Where the transaction is categorized as a loan between the mutual fund and a related person or company, state the name of the lender, the name of the borrower, the amount of money loaned, the terms of the loan and the purpose of the loan.

Where the transaction is categorized as one to which the mutual fund and one or more of its related persons or companies are joint participants, state terms of participation and the purpose of the transaction.

O. Reg. 478/79, Form 39.

FORM 40

*Securities Act*

ENDORSEMENT OF WARRANT

Province of Ontario )
)
.....)
(territorial jurisdiction) )

Pursuant to subsection 121 (1) of the *Securities Act* and pursuant to application this day made to me, I hereby authorize the execution of this warrant within the said territorial jurisdiction.

Dated this.....day of.....19..., at.....

.....
(a Provincial Judge or Justice in and for the Province of Ontario)

O. Reg. 478/79, Form 40.

# REGULATION 911

under the Seed Potatoes Act

## GENERAL

### GRADES

**1.** The grades of potatoes that may be planted in a seed potato restricted area are,

(*a*) Certified Seed grade; and

(*b*) Foundation Seed grade. R.R.O. 1970, Reg. 796, s. 1.

### FIELD STANDARDS FOR GRADES

**2.** Where potatoes are grown in a field in which,

(*a*) aphids or other insects; or

(*b*) any other conditions,

likely to cause serious deterioration of the growing potatoes are present, the potatoes do not qualify for a grade under this Regulation. R.R.O. 1970, Reg. 796, s. 2.

**3.** Potatoes of Certified Seed grade are potatoes produced in a field where the percentage of plants infected with disease or of foreign varieties in column 1 did not exceed,

(*a*) on first inspection, the tolerance percentage in column 2; or

(*b*) on any subsequent inspection, the tolerance percentage in column 3,

of the Table as follows:

TABLE

| Item | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| 1 | Black-leg | 2 | 1 |
| 2 | Wilts | 2 | 1 |
| 3 | Any one virus disease | 1 | 0.5 |
| 4 | Total of all virus diseases | 2 | 1 |
| 5 | Total of all diseases | 3 | 2 |
| 6 | Foreign varieties | 1 | 0.1 |

and not more than 5 per cent of the plants were missing on the first or any subsequent inspection, unless the grower has satisfied the inspector that the plants had not been rogued for disease. R.R.O. 1970, Reg. 796, s. 3.

**4.** Potatoes of Foundation Seed grade are potatoes grown,

(*a*) in a field planted in tuber units, where the percentage of plants infected with disease or of foreign varieties in column 1 did not exceed,

(i) on the first inspection, the tolerance percentage in column 2, or

(ii) on any subsequent inspection, the tolerance percentage in column 3,

of the Table as follows:

TABLE

| Item | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| 1 | Black-leg | 0.5 | 0.25 |
| 2 | Wilts | 0.5 | 0.25 |
| 3 | Any one virus disease | 0.5 | 0.25 |
| 4 | Total of all virus diseases | 0.5 | 0.25 |
| 5 | Total of all diseases | 1. | 0.5 |
| 6 | Foreign varieties | 0.5 | Nil |

and not more than 3 per cent of the tuber units are missing in the field, unless the grower has satisfied the inspector that the plants had not been rogued for disease; or

(*b*) in a field not planted in tuber units, where the percentage of plants infected with disease or of foreign varieties in column 1 did not exceed,

(i) on first inspection, the tolerance percentage in column 2, or

(ii) on any subsequent inspection, the tolerance percentage in column 3,

of the Table as follows:

TABLE

| Item | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| 1 | Any one virus disease | 0.25 | 0.1 |
| 2 | Total of all virus diseases | 0.25 | 0.1 |
| 3 | Total of all diseases | 0.5 | 0.25 |
| 4 | Foreign varieties | 0.1 | Nil |

and not more than 2 per cent of the plants are missing in the field, unless the grower has satisfied the inspector that the plants had not been rogued for disease. R.R.O. 1970, Reg. 796, s. 4.

CERTIFICATE OF GRADE

**5.** At the end of the season, every grower of any grade of seed potatoes under this Regulation is entitled to receive from the inspector a certificate of grade determined on field inspections in Form 1. R.R.O. 1970, Reg. 796, s. 5.

DUTIES OF INSPECTORS

**6.**—(1) An inspector shall,

(*a*) inspect all trucks or other vehicles used for moving potatoes in, into or out of a restricted area in his jurisdiction;

(*b*) if he finds on inspection that a truck or other vehicle or container therein has not been adequately disinfected,

(i) inform the Director immediately, and

(ii) require such disinfection as is adequate and take such further action as is necessary to prevent seed potatoes from being contaminated by any disease;

(*c*) issue in Form 2 permits referred to in clause 8 (*a*) of the Act to move potatoes into a restricted area in his jurisdiction;

(*d*) in addition to the inspection required by section 12 of the Act make at least one subsequent inspection of every field of growing potatoes in his jurisdiction, found on first inspection to be in accordance with a grade under this Regulation;

(*e*) on inspection of potato fields in his jurisdiction, make a written report to the township and the Director,

(i) in Form 3, within one week, or

(ii) before the 1st day of November, showing the names and addresses of each grower, the lot and concession of the township, the acreage of potatoes grown and the grades thereof, and other conditions found in each field of the grower;

(*f*) on request, issue a certificate of grade to a grower; and

(*g*) enforce the provisions of the Act and this Regulation.

(2) Where the growers in a restricted area form a committee of three from among their number, the inspector may confer with the committee from time to time with respect to matters within his jurisdiction, arising out of the operation of the Act. R.R.O. 1970, Reg. 796, s. 6.

EXEMPTIONS

**7.** The following classes of persons are exempted from the Act and this Regulation:

1. A person who grows not more than one acre of potatoes.

2. Persons comprising members of a household who grow in the aggregate not more than one acre of potatoes. R.R.O. 1970, Reg. 796, s. 7.

GRANTS

**8.** Where a township submits to the Minister on or before the 31st day of December in any year a statement, certified by its clerk, of the rate of pay and all moneys paid to an inspector during the year,

(*a*) as salary; and

(*b*) as an allowance for expenses necessarily incurred in the discharge of his duties,

the Minister may make a grant for the purpose of reimbursing the township to the extent of 50 per cent of the moneys so paid or expended. R.R.O. 1970, Reg. 796, s. 8.

**Form 1**

*Seed Potatoes Act*

CERTIFICATE OF GRADE
DETERMINED ON FIELD INSPECTIONS

I, .....
(name of inspector)

an inspector under the *Seed Potatoes Act* for the Township of.....in the County (or as the case may be) of.....for the year.....,

hereby certify that the seed potatoes grown by

.....
(grower)

.....
(address)

at Lot.....Con.....of the Township in .....field of.....acres were found (designation of field)

to be of.....grade.

Dated at.....,

this....day of.....,

19....

.....
(signature of inspector)

R.R.O. 1970, Reg. 796, Form 1.

**Form 2**

*Seed Potatoes Act*

PERMIT TO MOVE POTATOES INTO A RESTRICTED AREA

Under the *Seed Potatoes Act* and the regulations, and subject to the limitations thereof, this permit is issued to

.....
(name)

.....
(address)

to move.....potatoes into the restricted
(kind or grade)

area defined in By-law No.....of the Township

of.....in the County (or as the case may be) of

.....during the period from.....
(day) (month) (year)

to.....
(day) (month) (year)

Date.....
(day) (month) (year)

.....
(signature of inspector)

R.R.O. 1970, Reg. 796, Form 2.

**Form 3**

*Seed Potatoes Act*

INSPECTOR'S REPORT

To the Township of.....

This is my report as an inspector under the *Seed Potatoes Act:*

1. Grower.....P.O. address.....
2. Lot....Con.....Township....County (or as the case may be)....
3. Field.....Acreage.....
4. Date of inspection.....
(day) (month) (year)
5. Variety.....
6. Conditions found on inspection:
   i. Grade.....
   ii. Other conditions.....
   .....

Date.....
(day) (month) (year)

.....
(signature of inspector)

R.R.O. 1970, Reg. 796, Form 3.

# REGULATION 912

under the Shoreline Property Assistance Act

## GENERAL

**1.**—(1) No loan made under the Act for the construction of works shall exceed 90 per cent of the total cost of the works or the amount obtained by multiplying the number of metres of shoreline of the property in respect of which the loan is made by $500, whichever is the lesser. O. Reg. 27/79, s. 1.

(2) No loan made under this Act for building repairs shall exceed 90 per cent of the total cost of the repairs or $20,000, whichever is the lesser. O. Reg. 302/73, s. 1 (2).

**2.**—(1) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by a municipality not within a district, metropolitan or regional municipality, shall be in Form 1.

(2) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by a municipality within a district, metropolitan or regional municipality, shall be in Form 2.

(3) The borrowing by-law, for use by a district, metropolitan or regional municipality on behalf of an area municipality, shall be in Form 3. O. Reg. 302/73, s. 1.

**3.** The debenture referred to in subsection 2 (1) of the Act shall be in Form 4. O. Reg. 362/78, s. 1.

**4.** The affidavit of the clerk of the municipality referred to in subsection 2 (4) of the Act shall be in Form 5. O. Reg. 302/73, s. 4.

**5.** The application for a loan and the accompanying declaration referred to in the Act shall be in Form 6 and Form 7 respectively. O. Reg. 302/73, s. 5.

**6.** The inspection and completion certificate referred to in section 4 of the Act shall be in Form 8. O. Reg. 302/73, s. 6.

**7.**—(1) The offer to sell a debenture referred to in subsection 5 (10) of the Act, for use by a municipality, shall be in Form 9.

(2) The offer to sell a debenture referred to in subsection 5 (10) of the Act, for use by a district, metropolitan or regional municipality, shall be in Form 10. O. Reg. 302/73, s. 7.

**8.** The rating by-law referred to in section 8 of the Act shall be in Form 11. O. Reg. 302/73, s. 8.

**9.**—(1) The rate of interest for the purposes of subsection 5 (4) of the Act is 8 per cent per annum.

(2) The rate of interest for the purposes of subsection 9 (2) of the Act is 8 per cent per annum calculated on such amount of the annual payment of principal and interest that is in default. O. Reg. 362/78, s. 2.

Form 1

*Shoreline Property Assistance Act*

BORROWING BY-LAW

For use by Municipalities not within a District, Metropolitan or Regional Municipality

Borrowing By-Law of The Corporation of the

.....

By-Law Number.....

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*.

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the aggregate $....., as may be determined by the council, and may in the manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Buildings, Toronto, which debentures shall reserve the right to pay at any time, with or without giving notice or at such times and on such notice and in accordance with such terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. Where an application for a loan under the Act is approved by the council and the inspector has filed with the clerk an inspection and completion certificate, the council may include a sum, not exceeding the amount applied for or 90 per cent of the total cost of the works or building repairs with respect to which the loan is made or such other maximum amount as is prescribed by the regulations under the Act, whichever is the lesser, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the.....day of....., 19....

.....
Head of Council

.....
Clerk

(Corporate seal)

O. Reg. 362/78, s. 3, *part*.

Form 2

*Shoreline Property Assistance Act*

BORROWING BY-LAW

For use by Municipalities within a District, Metropolitan or Regional Municipality

Borrowing By-Law of The Corporation of the

.....

By-Law Number.....

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*.

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the aggregate $....., as may be determined by the council, and may in the manner hereinafter provided, arrange for the issue of debentures on behalf of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Buildings, Toronto, which debentures shall reserve the right to pay, with or without giving notice or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. Where an application for a loan under the Act is approved by the council and the inspector has filed with the clerk an inspection and completion certificate, the council may apply to include a sum not exceeding the amount applied for or 90 per cent of the total cost of the works or building repairs with respect to which the loan is made or such other maximum amount as is prescribed by the regulations under the Act, whichever is the lesser, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the.....day of....., 19..

.....
Head of Council

.....
Clerk

(Corporate seal)

O. Reg. 362/78, s. 3, *part*.

Form 3

*Shoreline Property Assistance Act*

BORROWING BY-LAW

For use by District, Metropolitan or Regional Municipalities

BORROWING BY-LAW OF THE CORPORATION OF THE

.....

BY-LAW NUMBER.....

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*, in the .....
(district, metropolitan or regional)
municipality of.....

The council of.....municipality
(district, metropolitan or regional)

of ..... (hereinafter referred to as the regional municipality) pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The regional municipality may from time to time, subject to the provisions of this by-law, borrow on the credit of the regional municipality such sums not exceeding in the aggregate $.....and may in the manner hereinafter provided, issue debentures of the regional municipality for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Buildings, Toronto, which debentures shall reserve the right to pay at any time, with or without giving notice or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. When the regional municipality receives an application from an area municipality for the purposes of the Act, the regional municipality shall by resolution direct the issue of a debenture as aforesaid and borrow on behalf of the area municipality a sum not exceeding the amount to be lent by the area municipality on completion of the works or building repairs.

3. With respect to each area municipality, the regional municipality shall impose, levy and collect a special annual rate over and above all other rates sufficient for the payment of the principal and interest of the debentures issued by the regional municipality on behalf of that area municipality.

Passed the.....day of....., 19....

.....
Chairman

.....
Clerk

(Corporate seal)

O. Reg. 362/78, s. 3, *part*.

Form 4

*Shoreline Property Assistance Act*

DEBENTURE

$..... Number.....

The Corporation of ....., hereinafter referred to as the Corporation, for value received hereby promises to pay to the Treasurer of Ontario at the Legislative Buildings, Toronto, the principal sum

of $..... of lawful money of Canada, together with interest thereon at the rate of ..... per cent

per annum in twenty equal instalments of $..... on the ..... day of .....,

hereinafter referred to as "the instalment date", in the years 19.... to 19.... both inclusive,

OR

the unpaid balance of the principal sum outstanding together with interest thereon at the rate of ..... per cent per annum in such equal annual instalments as may be determined by the Treasurer of Ontario in accordance with the provisions hereinafter contained.

The right is reserved to the Corporation to pay at any time, with or without giving notice, or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the *Shoreline Property Assistance Act* at the place where and in the money in which this debenture is expressed to be payable, the whole or any amount of the principal sum owing at the time of such payment. After the date of payment, interest on the amount of the principal sum so paid shall cease to accrue and the balance of the principal sum owing after the payment as determined by the Treasurer of Ontario and set out on the Schedule on the reverse hereof shall be paid in the equal annual instalments stipulated on the said Schedule due on each instalment date in the years remaining in the term of this debenture following the date of payment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of the Corporation, or by such other person authorized by by-law of the Corporation to endorse such Certificate of Ownership, transferable.

Dated at the ..... of ..... in the Province of Ontario, this 1st day of .....,

19...., under the authority of By-law Number ..... of the Corporation entitled "A By-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*".

..... .....
Treasurer Head of Council

(Corporate seal)

**Schedule**

| Date | Amount of Principal Paid | Amount of Principal Outstanding | Number of Years Remaining | Amount of Equal Annual Instalment | Notation made on behalf of the Treasurer of Ontario by |
|---|---|---|---|---|---|

O. Reg. 27/79, s. 2.

Form 5

*Shoreline Property Assistance Act*

AFFIDAVIT OF CLERK

I,....., of the.....

Province of Ontario of.....in the.....of.....

Clerk of the.....of.....make

To Wit: oath and say:

1. On the.....day of....., 19..., the Council of the.....

of.....passed a by-law for borrowing money to be lent for the construction of works and building repairs being No.....and entitled "A By-Law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*", a copy of which certified by me is attached hereto as an exhibit to this my affidavit and marked exhibit "A".

2. A certified copy of By-Law No. .....was registered in the Land Registry Office for the Registry (Land Titles) Division of ..... on the.....day of ....., 19..

Strike out if not applicable

3. No application or action to quash the by-law has been made or brought.

or

An application or action has been made or brought, but it has been dismissed.

Sworn before me at the.....of.....

in the.....of....., this.....day of .....
clerk

....., 19...

.....
A Commissioner

O. Reg. 302/73, Form 6.

Form 6

*Shoreline Property Assistance Act*

APPLICATION FOR LOAN

To the council of.....of.....

Details of Ownership

| |
|---|
| Owner's Name |
| Address |
| Date Property Acquired |

| |
|---|
| If mortgaged or encumbered, name the mortgagee or encumbrancer |
| If mortgage or encumbrance assigned, name of assignee |
| Address |

Description of Land

| | |
|---|---|
| Lot Number | Registered Plan or Concession Number |
| If Building, Specify ..... | |
| If Crown Land, Describe | |

Estimated Cost of Works:

| | |
|---|---|
| Material..... | $ |
| Other..... | |
| Inspection Fees..... | |
| Total Cost | $ |

Amount of Loan Requested:

(Amount of loan requested must be a multiple of $100, not exceeding, if a loan for works, 90 per cent of total cost or $500 per metre of shoreline, whichever is the lesser, and, if a loan for building repairs, 90 per cent of total cost or $20,000, whichever is the lesser).

| | | | |
|---|---|---|---|
| | | Loan for Works | $ |
| Estimated Cost of Building Repairs: | | | |
| Material..... | $ | Loan for Building Repairs | $ |
| Other..... | | | |
| Inspection Fees..... | | Total Loan | $ |
| Total Cost..... | $ | | |

Number of metres of shoreline of the property.....

| Anticipated Date of Commencement | Anticipated Date of Completion |
|---|---|
| | |

In making this application for a loan I understand and agree to the following:

(*a*) the granting or refusal of the application is in the discretion of council whose decision is final;

(*b*) I will be advised in writing of council's decision regarding the application;

(*c*) should the application be granted, an inspector appointed by council will report to council to the effect that the work has been satisfactorily completed before any funds are advanced by way of loan;

(*d*) council shall levy and collect for the term of twenty years over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan; and

(*e*) the *Shoreline Property Assistance Act* sets out procedural matters concerning apportionment of a loan when part of the land is sold, discharge of the indebtedness upon repayment of the loan at any time and all other matters which pertain to this application for a loan.

..... .....

(date) (signature of owner)

O. Reg. 27/79, s. 4, *part*.

Form 7

*Shoreline Property Assistance Act*

DECLARATION AS TO OWNERSHIP

Province of Ontario

To Wit:

I,.....of the.....of.....in the.....

of.....do solemnly declare that

1. I am the actual owner of.....
(describe land)

2. The land is free from encumbrance.

3. The land is encumbered.

4. The mortgage (or encumbrance) is held by,

name.....

address.....

5. The encumbrance has been assigned to,

name.....

address.....

6. The application to loan is for a loan to construct works on Crown lands which Crown lands are described as follows:

.....

.....

.....

.....

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....of.....

this.....day of....., 19...

..... .....
A Commissioner, etc. (signature)

O. Reg. 302/73, Form 8.

Form 8

*Shoreline Property Assistance Act*

INSPECTION AND COMPLETION CERTIFICATE

To the Council of the.....of....., I have inspected the works or building repairs constructed or made on land described as Lot No.....Concession No..... and owned by.....for which an application for loan was made and dated....., 19...

I certify that circumstances prevail with respect to the works or building repairs as indicated below.

[ ] The building repairs are as described on the application for loan and are completed to my satisfaction.

[ ] The works are as described on the application for loan and are completed to my satisfaction.

[ ] The works or building repairs are completed to my satisfaction but differ significantly from that described on the application for loan in the following respects:

.....

.....

.....

.....

[ ] The works or building repairs have been completed but are not satisfactory because of the following defects:

.....

.....

.....

.....

I confirm that to the best of my knowledge and belief the shoreline length is approximately..... metres.

The actual cost of the completed works are as follows:

Material..... $.....

Other..... .....

Inspection fees..... .....

TOTAL..... $

The actual cost of the building repairs are as follows:

Material..... $.....

Other..... .....

Inspection fees..... .....

TOTAL ..... $

Dated at .....this.....day of....., 19...

.....
(signature of inspector)

O. Reg. 27/79, s. 4, *part.*

Form 9

*Shoreline Property Assistance Act*

OFFER TO SELL

The Corporation of .....of.....hereby offers to sell Debenture No.....

in the principal amount of $.....to the Treasurer of Ontario as authorized by By-Law No..... of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than the lesser of 90 per cent of the total cost of the works or building repairs constructed or made or such other maximum amount as is prescribed by the regulations.

An inspector, employed by the Corporation, has inspected the works or building repairs for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

..... .....
Date Treasurer

(Corporate Seal)

O. Reg. 302/73, Form 10.

Form 10

*Shoreline Property Assistance Act*

OFFER TO SELL

For use by a District, Metropolitan or Regional Municipality

OFFER TO SELL

The Corporation of .....of.....hereby offers to sell Debenture No.....

in the principal amount of $.....to the Treasurer of Ontario as authorized by By-Law No..... of the Regional Corporation.

The principal amount of this debenture is the aggregate of individual loans for which application has been made to the councils of the municipalities listed below and each loan is not more than the lesser of 90 per cent of the total cost of the works or building repairs constructed or made or such other maximum amount as is prescribed by the regulations.

An inspector, employed by the municipalities listed below has inspected the works or building repairs for which the proceeds of this debenture will be lent and each has been completed in accordance with the terms of the loan approval given.

MUNICIPALITY AMOUNT

..... .....
Date Treasurer

(Corporate Seal)

O. Reg. 302/73, Form 11.

Form 11

*Shoreline Property Assistance Act*

RATING BY-LAW

THE CORPORATION OF THE

.....

BY-LAW NUMBER.....

By-law imposing special annual rates upon land in respect of which money is borrowed under the *Shoreline Property Assistance Act*.

Whereas owners of land in the municipality have applied to the council of the Corporation under the *Shoreline Property Assistance Act*, for loans for the purpose of constructing works or making building repairs on such land; and whereas the council has upon their application lent the owners the total sum of $..... to be paid with interest by means of rates hereinafter imposed:

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The annual rates as set out in the Schedule attached hereto are, subject to the provisions of this by-law, hereby imposed upon such land as described for a period of twenty years, such rates to be levied and collected in the same manner as taxes.

2. Where an owner obtains a discharge of indebtedness pursuant to section 11 of the said Act in respect of land described in the attached Schedule,

   (*a*) no annual rate shall thereafter be imposed upon such land; and

   (*b*) the attached Schedule may be amended from time to time by deleting the entries relating to such land.

Passed this.....day of....., 19....

.....
Head of Council

.....
Clerk

(Corporate seal)

THE CORPORATION OF THE.....

BY-LAW NUMBER.....

**Schedule**

| Name and Address of Owner | Description of Land | Proposed Date of Loan | Sum to be Loaned $ | Annual Rate to be Imposed $ |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

# REGULATION 913

under the Small Business Development Corporations Act

## DELEGATION OF POWERS

1.—(1) The Deputy Minister of Revenue and the officer of the Ministry of Revenue holding the position of Assistant Deputy Minister, Tax Revenue may exercise any power and perform any duty conferred or imposed on the Minister by the Act.

(2) The officers of the Ministry of Revenue holding the positions of Director, Motor Fuels and Tobacco Tax Branch and Manager, Small Business Development Corporations Program of the Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister under the following sections of the Act:

1. Subsection 5 (2).
2. Section 8.
3. Subsection 17 (3).
4. Section 18.
5. Subsection 20 (3).
6. Section 27.

(3) The powers and duties conferred or imposed on the Minister as a result of the reference in section 31 of the Act to the provisions of sections 86 and 87 of the *Corporations Tax Act* may be exercised by the officers in the Ministry of Revenue holding the following positions:

1. Director, Motor Fuels and Tobacco Tax Branch and Manager, Small Business Development Corporations Program of the Motor Fuels and Tobacco Tax Branch, under,
   (*a*) clauses 86 (1) (*a*), (*b*) and (*c*);
   (*b*) subsections 86 (2), (3), (5) and (7); and
   (*c*) subsections 87 (1), (2) and (3).
2. Director, Legal Services Branch, under subsections 86 (2), (3), (4) and (7).
3. Director, Special Investigations Branch, under,
   (*a*) subsection 86 (1); and
   (*b*) subsections 86 (2), (3), (4), (5) and (7). O. Reg. 569/80, s. 1.

# REGULATION 914

under the Small Business Development Corporations Act

FORMS

**1.** A proposal referred to in section 3 of the Act shall be in Form 1. O. Reg. 572/79, s. 1.

**2.** A certificate of registration referred to in section 6 of the Act shall be in Form 2. O. Reg. 572/79, s. 2.

**3.** An application for a grant under subsection 21 (1) of the Act shall be in Form 3. O. Reg. 572/79, s. 3.

**4.** An application for a tax credit under section 22 of the Act shall be in Form 4. O. Reg. 572/79, s. 4.

**5.** A certificate referred to in clause 21 (3) (*a*) and clause 22 (2) (*a*) of the Act shall be in Form 5. O. Reg. 572/79, s. 5.

**6.** An application for release of trust funds under section 8 of the Act shall be in Form 6. O. Reg. 795/79, s. 1.

**7.** A notification of material change in investments under subsection 13 (2) of the Act shall be in Form 7. O. Reg. 795/79, s. 1, *part*.

**8.** A notification of proposed corporate action under subsection 17 (2) of the Act shall be in Form 8. O. Reg. 795/79, s. 1, *part*.

**9.** A notice of objection under section 28 of the Act shall be in Form 9. O. Reg. 196/80, s. 1.

**10.** A return under subsection 17 (1) of the Act shall be in Form 10. O. Reg. 1003/80, s. 1, *part*.

**11.** An application for a grant under subsection 21 (6) of the Act shall be in Form 11. O. Reg. 1003/80, s. 1, *part*.

## Form 1

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue — Small Business Development Corporations Program — Queen's Park, Toronto, Ontario, M7A 2B3

**Application/Proposal For Registration**
**Small Business Development Corporation**

| CCR Identification Number |
|---|
| |

| Name of Corporation | Telephone Number |
|---|---|
| | |

**Operating Name** (if different from above)

**Head Office Location in Ontario** – Street Number and Name

| City, Town, Village | Province | Postal Code |
|---|---|---|
| | Ontario | |

**Mailing Address** (if different from above)

| City, Town, Village | Province | Postal Code |
|---|---|---|
| | | |

| Class of Shares | Authorized Capital | | Issued Capital | |
|---|---|---|---|---|
| | Number of Shares | Maximum Aggregate Consideration | Number of Shares Issued | Aggregate Consideration |
| | | | | |

**Debt Obligations**

| | | | |
|---|---|---|---|
| Mortgages | $ | Other (Specify) | $ |
| Bonds | $ | | $ |
| Debentures | $ | | $ |

**Directors of Corporation**

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

**Officers of Corporation**

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | Office Held |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | Office Held |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

| Surname | Given Name(s) | Occupation/Profession |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | Office Held |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |

**Transfer Agent**

| Name | | Telephone Number |
|---|---|---|
| Street Number and Name (Apt. No., P.O. Box, R.R. No.) | | |
| City, Town, Village | Province | Postal Code |

**Trustee**

| Name | | Telephone Number |
|---|---|---|
| Street Number and Name (Apt. No., P.O. Box, R.R. No.) | | |
| City, Town, Village | Province | Postal Code |

Is this proposed Small Business Development Corporation affiliated with any other Corporations? ☐ Yes ☐ No *See page 4 for definition of "affiliated"*
If "yes", please complete the following:

| Name of Corporation | | Jurisdiction where Incorporated |
|---|---|---|
| Street Number and Name | | |
| City, Town, Village | Province | Postal Code |

| Name of Corporation | | Jurisdiction where Incorporated |
|---|---|---|
| Street Number and Name | | |
| City, Town, Village | Province | Postal Code |

| Name of Corporation | | Jurisdiction where Incorporated |
|---|---|---|
| Street Number and Name | | |
| City, Town, Village | Province | Postal Code |

The Corporation will enter into arrangements satisfactory to the Minister of Revenue for the establishment and operation of the trust fund under section 8 of the *Small Business Development Corporations Act.*

**The Minister of Revenue may verify all statements made in this proposal. I understand that it is an offence to make a false or misleading statement in a proposal.**

*Corporate Seal*

| Director or Officer |
|---|
| Officer |
| Date |

## Affidavit

I, _____

of the _____

in the _____

make oath and say as follows:

1. I am one of the directors/officers of _____ who signed this proposal, and have knowledge of the matters hereinafter sworn.
2. The corporation has complied with all requirements of section 4 of the *Small Business Development Corporations Act.*
3. All Statements made in this proposal for registration of the corporation as a small business development corporation are true and correct.
4. _____, who also signed this proposal is an officer/director of the corporation.

SWORN before me

at the _____

in the _____

this _____

day of _____ 19____

_____
Director or Officer

_____
A Commissioner, etc.

Form 2

*Small Business Development Corporations Act*




**Small Business Development Corporation**

## Certificate of Registration

**This is to certify that**

is registered as a Small Business Development Corporation under the *Small Business Development Corporations Act.*

_____ _____

Registration Number Date of Registration

_____

Minister of Revenue

O. Reg. 572/79, Form 2.

## Form 3

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue | Small Business Development Corporations Program | Queen's Park Toronto, Ontario M7A 1Y3

**Application For Individual Investor Grant**

**Have you previously filed for a Grant** ☐ **Yes** ☐ **No**

| **Individual Investor** – Surname | Given Name(s) | Social Insurance Number |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | **Date of Birth** Year / Month / Day |
| City, Town, Village | | Telephone Numbers<br>Home: |
| Province | Postal Code | Business: |
| **Mailing Address** (if different from above) | | |
| City, Town, Village | Province | Postal Code |

**Name of Small Business Development Corporation from which shares were purchased**

| Cash Paid for Equity Shares | Class or Classes of Shares Purchased | Number of Shares Purchased | Date Shares Purchased Year | Month | Day | Grant Applied For (30% of Cash Paid for Equity Shares) |
|---|---|---|---|---|---|---|
| $ | | | | | | $ |

**Name(s) of Registered Shareholder(s)** as shown on the share certificate
(If shares are jointly held, provide information as to the other joint owners on the reverse side. One grant cheque will be issued to the joint shareholders and mailed to the Individual Investor indicated above.)

The Minister of Revenue may verify all statements contained in this Application for Individual Investor Grant. I/We understand that it is an offence to make a false or misleading statement in an application.

### Certification

In submitting this Application for Individual Investor Grant, I/We certify that:

The shares described above are equity shares carrying full voting rights, and were purchased by me/us directly from the Small Business Development Corporation for consideration in cash and are fully paid.

I am/We are the beneficial and registered owner(s) of the shares and do not hold them as Trustee or Nominee for any other person or corporation.

I am/We are ordinarily resident in the Province of Ontario.

All statements made in this application are true and correct.

Date

Signature(s) of Applicant(s)

**Please attach Part 2 of the Certificate of Investment issued to you by the Small Business Development Corporation.**

DC 03

1177D (80-07)

**Joint Shareholder Information**

| **Individual Investor** – Surname | Given Name(s) | Social Insurance Number |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | **Date of Birth** Year / Month / Day |
| City, Town, Village | | Telephone Numbers |
| Province / Postal Code | | Home: / Business: |
| **Mailing Address** (if different from above) | | |
| City, Town, Village | Province / Postal Code | |

| **Individual Investor** – Surname | Given Name(s) | Social Insurance Number |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | **Date of Birth** Year / Month / Day |
| City, Town, Village | | Telephone Numbers |
| Province / Postal Code | | Home: / Business: |
| **Mailing Address** (if different from above) | | |
| City, Town, Village | Province / Postal Code | |

| **Individual Investor** – Surname | Given Name(s) | Social Insurance Number |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | **Date of Birth** Year / Month / Day |
| City, Town, Village | | Telephone Numbers |
| Province / Postal Code | | Home: / Business: |
| **Mailing Address** (if different from above) | | |
| City, Town, Village | Province / Postal Code | |

| **Individual Investor** – Surname | Given Name(s) | Social Insurance Number |
|---|---|---|
| **Residence Address** – Street Number and Name (Apt. No., R.R. No.) | | **Date of Birth** Year / Month / Day |
| City, Town, Village | | Telephone Numbers |
| Province / Postal Code | | Home: / Business: |
| **Mailing Address** (if different from above) | | |
| City, Town, Village | Province / Postal Code | |

DC 03 (R) 1177D (80-07)

O. Reg. 1003/80, s. 2, *part*. (Form 3).

## Form 4

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue

Small Business Development Corporations Program

Queen's Park
Toronto, Ontario
M7A 1Y3

**Application For Corporate Investor Tax Credit**

**Has the investor previously filed for a Credit** ☐ **Yes** ☐ **No**

| **Name of Investing Corporation** | | Ontario Corporations Tax Branch Account Number |
|---|---|---|
| **Address of Head Office in Ontario** – Street Number and Name | | |
| City, Town, Village | Postal Code | Telephone Number |

**Name of Small Business Development Corporation from which shares were purchased**

| Cash Paid for Equity Shares | Class or Classes of Shares Purchased | Number of Shares Purchased | Date Shares Purchased | Credit Applied For (30% of Cash Paid for Equity Shares) |
|---|---|---|---|---|
| $ | | | Year Month Day | $ |

The Minister of Revenue may verify all statements made in this Application for Corporate Tax Credit. I understand that it is an offence to make a false or misleading statement in an application.

### Certification

In submitting this Application for the Corporate Investor Tax Credit, I certify that:

I am an authorized signing officer of the Investing Corporation.

The shares described above are equity shares carrying full voting rights, and were purchased by the Investing Corporation directly from the Small Business Development Corporation for consideration in cash and are fully paid.

The Investing Corporation is the beneficial and registered owner of the shares and does not hold them as Trustee or Nominee for any other person or corporation.

All statements made in this application are true and correct.

| Date | Authorized Signing Officer | Title or Position |
|---|---|---|

**Residence Address of Authorized Signing Officer**

| Street Number and Name (Apt. No., R.R. No.) | | |
|---|---|---|
| City, Town, Village | Province | Postal Code |

**Please attach Part 2 of the Certificate of Investment issued to you by the Small Business Development Corporation.**

DC 05

1178A (80-07)

O. Reg. 1003/80, s. 2, *part.*

## Form 5

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue | Small Business Development Corporations Program | Queen's Park Toronto, Ontario M7A 2B3

**Certificate of Investment**

*Not Negotiable or Transferable*

| **Issuing Small Business Development Corporation** | |
|---|---|
| Name | |
| Street Number and Name | |
| City, Town, Village | |
| Province | Postal Code |

| **Shareholder To Whom Shares Issued** | |
|---|---|
| Name | |
| Street Number and Name | |
| City, Town, Village | |
| Province | Postal Code |

| Development Corporation Registration Number | Class of Shares Issued | Number of Shares Issued | Consideration Received | Share Certificate Number | Date Share Certificate Issued |
|---|---|---|---|---|---|
| | | | $ | | |

We certify that the above information and all statements on the reverse of this Certificate are true and correct.

Date | Signature of Corporation Secretary | Signature of Authorized Officer

We, whose signatures appear on the front of this Certificate certify that:

The Shareholder has paid consideration in cash for the shares covered by this Certificate and is recorded in the share register of the Corporation as the registered owner.

The shares covered by this Certificate are fully paid and carry full voting rights.

Thirty percent of the consideration received for the shares covered by this Certificate is deposited in trust for the Corporation and the Crown jointly in accordance with subsection 8 (1) of the *Small Business Development Corporations Act*.

We are authorized by the Corporation to sign this Certificate.

O. Reg. 572/79, Form 5.

## Form 6

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue | Small Business Development Corporations Program | Queen's Park Toronto, Ontario M7A 2B3

**Application For Release Of Trust Funds**

| **Registration Number** |
|---|
| |

| **Name of Small Business Development Corporation** | Telephone Number |
|---|---|
| Street Number and Name | |
| City, Town, Village / Province / Postal Code | |

| **Person who may be contacted with regard to this application** Name | Telephone Numbers Home: Business: |
|---|---|

**Small Business Investment**

| Name | Telephone Number |
|---|---|
| Street Number and Name | |
| City, Town, Village / Province / Postal Code | |

| Nature of Business |
|---|
| |

| Class of Shares Acquired | Number of Shares Acquired | Date of Acquisition of Shares | | | Consideration Paid | Funds to be Released |
|---|---|---|---|---|---|---|
| | | Year | Month | Day | $ | $ |
| | | | | | | |

What is the percentage of equity shares in the small business held by the Small Business Development Corporation and any affiliated corporation?
*See reverse for method of calculating "percentage of equity shares" and legislation reference to trust fund operation.*

| Percentage of Equity Shares |
|---|
| |

Are there any non-resident shareholders in the small business? ☐ Yes ☐ No

The Minister of Revenue may verify all statements made in this application. We understand that it is an offence to make a false or misleading statement in an application.

**Certification**

In making this Application For Release Of Trust Funds in accordance with section 8 of the *Small Business Development Corporations Act*, we certify that: (Check ☑ *appropriate box*)

☐ The purchase price of the above small business investment, has been paid in full in money,

or

☐ The amount permitted to be paid out by the Minister, will be used by the corporation to purchase the above small business investment.

All statements made in this application are true and correct.

Director or Officer

Date

Officer

DC 08 79/08 76638

## Method of Calculating "Percentage of Equity Shares"

Subsection 9 (2) of the *Small Business Development Corporations Act*, reads as follows:

9.—(2) In determining the percentage of issued and outstanding equity shares of a small business for the purposes of clause (1) (e), there shall be included,

(a) the number of equity shares into which any debt obligation of such small business may be converted;

(b) any option or right to purchase equity shares of such small business; and

(c) any equity shares, convertible debt obligations and any options or rights of such small business beneficially owned or held by an associate or an affiliated corporation of the small business development corporation or any shareholder of it, or an associate or affiliated corporation of such shareholder.

## Operation of Trust Fund

Section 8 of the *Small Business Development Corporations Act*, reads, in part, as follows:

8.– (1) A small business development corporation shall set aside in a trust fund an amount of money equal to 30 per cent of all amounts received by it as equity capital and such trust fund shall be held by the corporation, or by a trustee on behalf of the corporation, in trust for the corporation and for the Crown jointly to be dealt with in accordance with this section.

(2) Subject to subsection (3), while any amount is held in trust under subsection (1), the Minister shall permit payment from the fund of an amount equal to three-sevenths of the purchase price paid by the small business development corporation to acquire any eligible investment, provided that the Minister is satisfied that the purchase price of such eligible investment has been paid in full in money or that the amount permitted to be paid out by the Minister will be used by the corporation in payment of the purchase price of the eligible investment.

(3) The money held in trust in accordance with subsection (1) shall not be paid out to any person or corporation unless the Minister has consented in writing to such payment.

DC 08 79/08 76638

O. Reg. 795/79, s. 2, *part*. (Form 6)

## Form 7

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue | Small Business Development Corporations Program | Queen's Park Toronto, Ontario M7A 1Y3

**Notification of Material Change in Investments**

| Registration Number |
|---|
| |

| Name of Small Business Development Corporation | Telephone Number |
|---|---|
| | |

| Street Number and Name |
|---|
| |

| City, Town, Village | Province | Postal Code |
|---|---|---|
| | | |

| Name of Small Business | Telephone Number |
|---|---|
| | |

| Street Number and Name |
|---|
| |

| City, Town, Village | Province | Postal Code |
|---|---|---|
| | | |

| Class of Shares Held | Number of Shares Held | Consideration Paid For Shares Held | Date of Material Change (Year / Month / Day) |
|---|---|---|---|
| | | $ | |

Describe the Material Change

NOTE: A material change occurs if the corporation in which the investment is made ceases to be a small business or no longer meets the other requirements of an eligible investment under section 9 of the *Small Business Development Corporations Act*.

See the reverse side of this form for the provisions of the Act regarding a material change.

The Minister of Revenue may verify all statements contained in this notification. We understand that it is an offence to make a false or misleading statement in a notification.

**Certification**

In submitting this Notification Of Material Change In Investments, we certify that all statements made in this notification are true and correct.

Director or Officer

Date

Officer

DC 09

1182A (80-07)

Section 13 of the *Small Business Development Corporations Act* reads as follows:

13.—(1) In this section a material change occurs if the investment of a small business development corporation ceases to be an eligible investment.

(2) A small business development corporation shall notify the Minister in the prescibed form of any material change in any of its investments within thirty days of the occurrence thereof.

(3) Where there is a material change, the investment by a small business development corporation shall remain an eligible investment, notwithstanding any other provision of this Act, for a period of two years from the date of the material change.

(4) Notwithstanding subsection (3), where a material change occurs by reason only of a small business exceeding the prescribed number of employees, no material change shall be deemed to have occurred until the small business has 200 or more employees, excluding directors and officers of the corporation.

(5) Where a material change described in subsection (4) occurs, the investment by a small business development corporation shall remain an eligible investment, notwithstanding any other provision of this Act, for a period of five years from the date of the material change.

# Form 8

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue — Small Business Development Corporations Program — Queen's Park, Toronto, Ontario, M7A 2B3

## Notification Of Proposed Corporate Action

Registration Number

Name of Small Business Development Corporation | Telephone Number

Street Number and Name

City, Town, Village | Province | Postal Code

### Dividend Payments on Equity Shares

| Class of Shares | Dividend/Share | Proposed date of Declaration (Year, Month, Day) | Proposed date of Dividend Payment (Year, Month, Day) |
|---|---|---|---|
| | | | |

### Activity Involving Equity Shares (Purchase, Surrender, Redemption, Conversion)

Description of Activity (Please give full details) | Proposed date of Activity (Year, Month, Day)

| Class of Shares Involved | Number of Shares Involved | Initial Issue Price/Share | Current Purchase Price/Share |
|---|---|---|---|
| | | $ | $ |

### Disposition or Sale of any Eligible Investment

Name of Investment

| Shares Held | | Shares to be Disposed of | | Proposed date of Disposition (Year, Month, Day) | Consideration to be Received |
|---|---|---|---|---|---|
| Class | Number | Class | Number | | |
| | | | | | $ |

### Winding-up/Dissolution of the Corporation

Describe the circumstances of the Winding-up / Dissolution | Proposed date of Wind-up (Year, Month, Day)

Amount of money left in the Trust Fund under section 8 of the *Small Business Development Corporations Act*. (If no money remains, enter "NIL".) $ _____

The Minister of Revenue may verify all statements made in this notification. We understand that it is an offence to make a false or misleading statement in a notification.

### Certification

In submitting this Notification Of Proposed Corporate Action in accordance with subsection 17 (2) of the *Small Business Development Corporations Act*, we certify that all statements made in this notification are true and correct.

_____
Director or Officer

_____
Date

_____
Officer

DC 06

79/08 76637

O. Reg. 795/79, s. 2, *part*. (Form 8)

Form 9

*Small Business Development Corporations Act*

Ministry of Revenue
Ontario

# Notice of Objection

the *Small Business Development Corporations Act*

**INSTRUCTIONS:**

**Mail TWO copies of the Notice of Objection by REGISTERED MAIL addressed to the Minister of Revenue, c/o the Director, Tax Appeals, Ministry of Revenue, Queen's Park, Toronto, Ontario, M7A 1X8.**

**The envelope containing this NOTICE must be postmarked within sixty days after the day of mailing of the notice of proposal to which the NOTICE OF OBJECTION is being filed or the date upon which the Minister** has been deemed to have refused registration under subsection 28 (2) of the *Small Business Development Corporations Act.*

| Name of Corporation or Person | Telephone Number |
|---|---|
| | |

Street Number and Name

Mailing Address

| City, Town, Village | Province | Postal Code |
|---|---|---|
| | | |

**NOTICE OF OBJECTION** is hereby given to the notice of proposal of the Minister of Revenue,

dated the . . . . . day of . . . . . , 19. . . ., wherein the Minister proposed:

- ☐ To refuse to register the corporation as a small business development corporation.
- ☐ To revoke the registration of the corporation as a small business development corporation.
- ☐ To refuse to make a grant under section 21.
- ☐ To refuse to allow a tax credit under section 22.

The following are the reasons for objection and a full statement of facts relating thereto:

*(if space insufficient, a separate memorandum should be attached setting forth (1) full statement of reasons for objection, and (2) full statement of relevant facts.)*

☐ CHECK HERE IF ADDITIONAL SHEETS ATTACHED.

**This notice must be signed by an authorized officer of the corporation or the person to whom the notice of proposal from the Minister of Revenue was sent.**

| Date | Signature | Position or Office |
|---|---|---|
| | | |

DC 18 **1242 (80-01)**

O. Reg. 196/80, s. 2.

Form 10

*Small Business Development Corporations Act*

Ontario Ministry of Revenue

Small Business Development Corporations Program

Queen's Park
Toronto Ontario
M7A 1Y3

**Annual Return**
Small Business Development Corporation

| SBDC Registration Number | |
|---|---|
| Corporations Tax Number of SBDC | |
| Date of Registration | Anniversary Date |

An Annual Return must be filed with the Ministry of Revenue within 90 days after each anniversary of the date of registration.

| Name of Small Business Development Corporation | | | |
|---|---|---|---|
| Head Office Location in Ontario — Street Number and Name | | | |
| City, Town, Village | Province Ontario | Postal Code | Person to Contact |
| Mailing Address (if different from above) | | | Telephone Number ( ) |
| City, Town, Village | Province | Postal Code | |

The Small Business Development Corporation must complete:

(1) the attached Schedule A which asks for details of all investments made by this development corporation; and

(2) the following Questionnaire (and for each question answered "Yes" a Schedule, List or Copy must be provided).

**Questionnaire**

| In the twelve month period immediately preceeding the anniversary date of registration has there been any change — | No | Yes | If "YES", complete as specified below: |
|---|---|---|---|
| 1 in capital structure ? | | | Schedule B |
| 2 in directors or officers ? | | | Schedule C |
| 3 in the identity of affiliated corporations ? (If so, provide the name and address of **each** affiliate.) | | | List |
| 4 in shareholders ? (If so, provide **either** a copy of the shareholders' register or a list of shareholders, their addresses and holdings.) | | | Copy/List |
| 5 in the Articles of Incorporation? (if so, provide a certified copy of any Amendment to the Articles.) | | | Copy |

The Minister of Revenue may verify all statements contained in this Annual Return. I understand that it is an offence to make a false or misleading statement in a return.

**CERTIFICATION**

In submitting this Annual Return, I certify that:

I am an authorized signing officer of the Small Business Development Corporation.

All statements made in this Return are true and correct as of the anniversary date of registration of the Small Business Development Corporation.

DATE ..... DIRECTOR OR OFFICER .....

**MINISTRY USE ONLY**

1491A (80-07)

**Schedule A**

List of all Investments held at any time during the previous year

ELIGIBLE INVESTMENTS

| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
|---|---|---|---|---|---|
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |
| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |
| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |
| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |
| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |
| Eligible Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date of Acquisition | Purchase price | Date of Disposition or Ineligibility | Proceeds of Disposition | Net Gain / Loss | |

FORMER ELIGIBLE INVESTMENTS

| Small Business or Former Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
|---|---|---|---|---|---|
| Date Investment became Ineligible | Purchase price | Date of Disposition or Date Investment Regained Eligibility | | | |
| Small Business or Former Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date Investment became Ineligible | Purchase price | Date of Disposition or Date Investment Regained Eligibility | | | |
| Small Business or Former Small Business | | | Class of Shares held | Number of Shares | Number of Votes per Share |
| Date Investment became Ineligible | Purchase price | Date of Disposition or Date Investment Regained Eligibility | | | |

DEBT OBLIGATIONS

| Small Business | | | Nature of Debt Obligation |
|---|---|---|---|
| Terms of Repayment | Date of Acquisition | Total Amount of Obligation | Date of Disposition |
| Small Business | | | Nature of Debt Obligation |
| Terms of Repayment | Date of Acquisition | Total Amount of Obligation | Date of Disposition |
| Small Business | | | Nature of Debt Obligation |
| Terms of Repayment | Date of Acquisition | Total Amount of Obligation | Date of Disposition |

**Schedule B**

Changes in Capital Structure

| Class of Shares | Number of Votes per Share | Date of Change | Change (issue redemption, purchase conversion or surrender) | Number of Shares Involved | Consideration Received or Paid |
|---|---|---|---|---|---|
| | | | | | |

Percentage of Equity Shares owned, controlled or directed by Non-Residents %

**COMMENTS**

**Schedule C**
Changes in Directors / Officers

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

| Surname | Given Name(s) | Occupation / Profession |
|---|---|---|
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Telephone Numbers<br>Home: |
| City, Town, Village | Province / Postal Code | Business: |
| Position: | Dates Position Held<br>From: To: | |

(4) 1491A (80-07)

O. Reg. 1003/80, s. 3, *part*. (Form 10).

# Form 11

*Small Business Development Corporations Act*

Ontario

Ministry of Revenue | Small Business Development Corporations Program | Queen's Park Toronto, Ontario M7A 1Y3

**Application for Corporate/Group Investor Grant**

**Has the Investor previously filed for a Grant** ☐ Yes ☐ No

| Name of Investor (as shown on the share certificate) | | |
|---|---|---|
| Mailing Address | | Telephone Number |
| City, Town, Village | Province | Postal Code |

**Name of Small Business Development Corporation from which shares were purchased**

| Cash Paid for Equity Shares | Class or Classes of Shares Purchased | Number of Shares Purchased | Date Shares Purchased | | | Grant Applied For (30% of Cash Paid for Equity Shares) |
|---|---|---|---|---|---|---|
| | | | Year | Month | Day | |
| $ | | | | | | $ |

The Investor is: (check box and provide details)

☐ (a) a trust, other than a pension fund, none of whose beneficiaries is a corporation (provide information regarding the beneficial owners on the reverse side);

☐ (b) a registered pension fund or plan registered under the Income Tax Act as (insert plan number) _____;

☐ (c) a deferred profit sharing plan of (insert name of business) _____

and registered under the Income Tax Act as (insert plan number) _____;

☐ (d) a group retirement savings plan arrangement for employees or members of (insert name of business or association)

_____ under which all plans are registered under the Income Tax Act;

☐ (e) a pooled fund trust established under the regulations made under the Income Tax Act (provide information regarding the participants in the pooled fund trust on the reverse side);

☐ (f) a credit union or caisse populaire;

☐ (g) a tax exempt corporation; or

☐ (h) an unincorporated association, unincorporated syndicate, unincorporated organization or partnership, none of whose members or partners is a corporation (provide information regarding members or partners on the reverse side).

The Minister of Revenue may verify all statements made in this Application for Corporate/Group Investor Grant. I understand that it is an offence to make a false or misleading statement in an application.

## Certification

In submitting this Application for Corporate / Group Investor Grant, I certify that:

I am an authorized signing officer or trustee of the Investor.

The shares described above are equity shares carrying full voting rights, and were purchased by the Investor directly from the Small Business Development Corporation for consideration in cash and are fully paid.

The Investor is ordinarily resident in Ontario. (Note: Please see reverse side for definition)

All statements made in this application are true and correct.

| Date | Signature of Authorized Signing Officer/Trustee | Title or Position |
|---|---|---|
| | | |

**Residence Address of Authorized Signing Officer/Trustee**

| Street Number and Name (Apt. No., R.R. No.) | | |
|---|---|---|
| City, Town, Village | Province | Postal Code |

**Please attach Part 2 of the Certificate of Investment issued to you by the Small Business Development Corporation.**

1601 (80-07)

**Beneficial Owners, Organization Members or Partners**
(If space is insufficient please attach a separate listing of information for additional beneficial owners, organization members or partners)

| | | |
|---|---|---|
| Surname | Given Name(s) | Social Insurance Number |
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Date of Birth Year Month Day |
| City, Town, Village | | Telephone Numbers Home: |
| Province | Postal Code | Business: |
| Surname | Given Name(s) | Social Insurance Number |
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Date of Birth Year Month Day |
| City, Town, Village | | Telephone Numbers Home: |
| Province | Postal Code | Business: |
| Surname | Given Name(s) | Social Insurance Number |
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Date of Birth Year Month Day |
| City, Town, Village | | Telephone Numbers Home: |
| Province | Postal Code | Business: |
| Surname | Given Name(s) | Social Insurance Number |
| Residence Address — Street Number and Name (Apt. No., R.R. No.) | | Date of Birth Year Month Day |
| City, Town, Village | | Telephone Numbers Home: |
| Province | Postal Code | Business: |

**Participants of Pooled Fund Trust** (List all registered pension funds or plans, retirement savings plans, etc. together with their respective Income Tax registration numbers and the number of units or interest in the pooled fund trust.)

| Name of Pension Fund | Income Tax Registration Number | Numbers of Units or Interest Held |
|---|---|---|
| | | |

**Ordinarily Resident**

The Investor will be considered to be ordinarily resident in Ontario if the Investor is:

(a) a trust, other than a pension fund, all of the beneficial owners of which are ordinarily resident in Ontario;

(b) a pension fund, (including an employees superannuation or pension fund or plan, a deferred profit sharing plan, a group retirement savings plan or a pooled fund trust), 10% of the contributors to which are resident in Ontario as of the date of purchase by the pension fund of equity shares in a small business development corporation; (For employer-only funded pension funds a contributor includes an employee whose employer alone makes financial payments to the fund as part of the employment relationship.)

(c) a credit union or caisse populaire incorporated under the *Credit Unions and Caisses Populaires Act* or a predecessor of that Act;

(d) a corporation exempt of tax upon its taxable income within section 49 of the *Corporations Tax Act; or*

(e) an unincorporated association, unincorporated syndicate, unincorporated organization or partnership all of the members or partners of which are ordinarily resident in Ontario.

(R) 1601 (80-07)

O. Reg. 1003/80, s. 3, *part*. (Form 11).

# REGULATION 915

under the Small Business Development Corporations Act

## GENERAL

**1.** For the purposes of clause 1 (1) (*e*) of the Act, the amount of consideration paid in money for which equity shares are issued shall be calculated as the aggregate consideration, expressed in Canadian currency, for which the equity shares without par value referred to in clause 4 (*c*) of the Act from time to time outstanding were issued. O. Reg. 489/79, s. 1.

**2.** For the purposes of clause 4 (*f*) of the Act, a small business development corporation shall satisfy the Minister that the provisions of the *Securities Act* in relation to the means by which the corporation was capitalized have been complied with by submitting with its proposal one of the following:

1. A copy of the final prospectus together with a copy of the receipt obtained therefor.

2. A copy of an order or ruling from the Ontario Securities Commission exempting the corporation from the requirements of the *Securities Act*.

3. A written opinion from the corporation's solicitor confirming that the means by which the corporation was capitalized was not subject to or was exempt from the requirements of the *Securities Act*. O. Reg. 489/79, s. 2.

**3.**—(1) For the purposes of clause 9 (1) (*b*) of the Act,

(*a*) any business activity that involves the production or putting into marketable form of goods or materials for sale or lease from raw, unfinished or prepared goods or materials by changing the form or content of those goods or materials but not including,

(i) construction activities, farming or fishing,

(ii) activities that involve the production or recording of pictures or sound or other program material on motion picture film or video tape, or

(iii) the operation of a producing oil or gas well,

is prescribed as manufacturing and processing;

(*b*) any business activities that involve the operation and management of a hotel, motel, resort or other similar establishment offering overnight accommodation and facilities incidental and ancillary thereto, if the facilities are owned by the same person in conjunction with the provision of overnight accommodation, are prescribed as tourist activities;

(*c*) any business activity that involves the publishing of books manufactured and printed in Canada and written or translated substantially by Canadian authors is a prescribed business activity; and

(*d*) any business activity that involves scientific research, as defined under section 2900 of the regulations made under the *Income Tax Act* (Canada), and that is carried on directly in Canada is a prescribed business activity. O. Reg. 489/79, s. 3 (1); O. Reg. 666/80, s. 1 (1).

(2) In clause (1) (*c*),

(*a*) "book" means a bound, non-periodical publication that contains no paid advertising and that is published solely for educational, technical, cultural or literary purposes; and

(*b*) "Canadian author" means a writer or translator who is a Canadian citizen or who has been lawfully admitted to Canada for permanent residence. O. Reg. 666/80, s. 1 (2).

**4.**—(1) For the purposes of clause 9 (1) (*b*) of the Act, a small business is primarily engaged in a business activity or activities prescribed by subsection 3 (1) if the aggregate of,

(*a*) the percentage, expressed as a decimal fraction, that the assets used in the activity or activities is of the assets used in the total operations of the small business; and

(*b*) the percentage, expressed as a decimal fraction, that the wages and salaries paid in respect of the activity or activities is of the wages and salaries paid in respect of the total operations of the small business,

exceeds the number 1.

(2) Where a small business is commencing its first operations in a business activity or activities prescribed by subsection 3 (1) as of the date of investment by a small business development corporation, the small business is deemed to be primarily engaged in the activity or activities if, not later than six months following the date of investment by the small business develop-

ment corporation in the small business, the small business is, in the opinion of the Minister, primarily engaged in the activity or activities as determined in accordance with subsection (1). O. Reg. 489/79, s. 4.

**5.** For the purposes of clause 9 (1) (*c*) of the Act, an eligible investment respresenting net new equity capital shall be calculated as the difference between,

(*a*) the fair market value, at the date of purchase or redemption by the small business or an affiliated corporation, directly or indirectly, or any previously issued equity shares of the small business or an affiliated corporation; and

(*b*) the purchase price for which the newly issued equity shares of the small business have been purchased or acquired by the small business development corporation. O. Reg. 489/79, s. 5; O. Reg. 666/80, s. 2.

**6.** For the purposes of subsection 10 (2) of the Act, the deposit of assets of a small business development corporation in a corporation incorporated as a credit union or caisse populaire under the *Credit Unions and Caisses Populaires Act*, or a predecessor of that Act, is prescribed as an authorized investment. O. Reg. 666/80, s. 3.

**7.** For purposes of section 32 of the Act, the prescribed rate of interest is 12 per cent. O. Reg. 600/80, s. 1.

**8.**—(1) For the purposes of the Act, "small business" means a corporation having not more than 100 employees, excluding directors and officers of the corporation.

(2) For the purposes of subsection (1),

(*a*) an employee is one who works for the small business for twenty hours or more per week and includes an employee hired through a temporary help agency;

(*b*) the determination as to whether a corporation has not more than 100 employees shall be based upon the average number of employees of the small business computed for each twelve month period commencing on the date of the investment in the small business; and

(*c*) the Minister shall be satisfied that the corporation has not reduced the number of its employees for any purpose directly or indirectly related to artificially enabling itself to qualify as an eligible small business.

(3) For the purposes of subsection (1), "officer" means the chairman and any vice-chairman of the board of directors, the president, vice-president, the secretary, any assistant secretary, the treasurer, any assistant treasurer, the general manager, or any other person designated an officer by by-law or by resolution of the directors or any other individual who performs functions for the corporation similar to those normally performed by any individual occupying any such office.

(4) For the purposes of clause (2) (*a*), an employee is "hired through a temporary help agency" if the agency is in the business of supplying temporary help services or similar services and the employee is required to perform work or services at the place of business of the small business for which the small business pays a fee or other remuneration to the agency and not to the employee in respect of the work or services performed by the employee. O. Reg. 489/79, s. 8.

**9.**—(1) For the purposes of subsection 7 (3) of the Act, the average 70 per cent of equity capital maintained in eligible investments shall be calculated as the average of the percentages of equity capital held in eligible investments on the last day of each month of the immediately preceding twelve months.

(2) Where any month included in the calculation under subsection (1) is a month during the second year of registration the percentage of equity capital held in eligible investments on the last day of the month shall be the greater of the actual percentage of equity capital held in eligible investments at the end of the month or 70 per cent. O. Reg. 666/80, s. 4, *part*.

**10.** For the purposes of clause 10 (1) (*e*) of the Act, that portion of the investment by a small business development corporation in a small business that does not represent net new equity capital within clause 9 (1) (*c*) of the Act, is a prescribed form of asset. O. Reg. 666/80, s. 4, *part*.

**11.** For the purposes of subsection 2 (5) of the Act, a pension fund that complies with the following terms and conditions shall be deemed to be a person ordinarily resident in Ontario:

1. The pension fund shall be,

(*a*) a registered pension fund or plan as defined under subsection 248 (1) of the *Income Tax Act* (Canada);

(*b*) a deferred profit sharing plan as defined under section 147 of the *Income Tax Act* (Canada);

(*c*) a group retirement savings plan arrangement for employees of an employer or members of an association under which each of the employees or members owns a registered retirement savings plan as defined under subsection (1) of section 146 of the *Income Tax Act* (Canada) and the employer or association acts as agent for the employees or members; or

(*d*) a pooled fund trust established under the regulations made under the *Income Tax Act* (Canada), comprising a number of pension funds or plans

registered under the *Income Tax Act* (Canada), pursuant to which a separate trust fund makes investments on behalf of the participating pension funds or plans each of which has acquired an interest or units in the pooled fund trust.

2. A contributor to the pension fund shall be an employee or member covered by the pension fund pursuant to an agreement under which,

(*a*) the employee or member makes direct financial payments to the fund; or

(*b*) the employer alone makes financial payments to the fund as part of the employment relationship.

3. The percentage of contributors resident in Ontario shall be determined as of the date of purchase by the pension fund of equity shares in a small business development corporation. O. Reg. 666/80, s. 4, *part*.

**12.** For the purposes of subsection 21 (6) of the Act, a corporation that is exempt from the payment of tax upon its taxable income within section 49 of the *Corporations Tax Act*, is a prescribed corporation. O. Reg. 666/80, s. 4, *part*.

**13.** For the purposes of subsection 21 (7) of the Act, where a person applying for a grant is the registered but not the beneficial owner of equity shares of a small business development corporation, the beneficial owner or owners of the equity shares shall be ordinarily resident in Ontario. O. Reg. 666/80, s. 4, *part*.

**14.** For the purposes of section 24 of the Act, the calculation of the consideration to be paid by the small business development corporation to the Minister for each equity share shall be restricted to an equity share issued for consideration paid in money within clause 1 (1) (*e*) of the Act and with reference to which a grant or tax credit has been paid or allowed under the Act. O. Reg. 666/80, s. 4, *part*.

# REGULATION 916

under the Small Claims Courts Act

## COURTS

**1.** The small claims courts named in paragraph 1 of each of the schedules shall be maintained for the divisions with territorial limits set out in paragraph 2 and with court offices located at the places in paragraph 3 thereof. R.R.O. 1970, Reg. 800, s. 1.

## ALGOMA DISTRICT

### Schedule 1

1. The First Small Claims Court of the District of Algoma.

2. Those parts of the Territorial District of Algoma described as follows:

i. The townships of,

(*a*) St. Joseph;

(*b*) Jocelyn;

(*c*) Hilton.

ii. Beginning where the production westerly of the southerly boundary of the geographic Township of Macdonald meets the boundary between Canada and the United States; thence easterly along the production and the southerly boundary of the Township to the easterly boundary of the Township; thence northerly along the easterly boundary of the Township to the southerly boundary of the geographic Township of Kehoe; thence easterly along that boundary to the easterly boundary of the geographic Township of Kehoe; thence northerly along that boundary to the northerly boundary of the Township; thence westerly along the last-mentioned boundary to the southeasterly angle of the geographic Township of Anderson; thence northerly along the easterly boundary of the geographic townships of Anderson, Hodgins, Gaudette, La Verendrye, Dablon, Desbiens, Way-White and Running to the boundary between the territorial districts of Algoma and Sudbury; thence northerly along the last-mentioned boundary to the southerly boundary of the geographic Township of Recollet; thence westerly along the southerly boundary of the geographic townships of Recollet, Quill, Pawis, Noganosh, Nebonaionquet, Naveau, Rabazo and Dulhut and the production westerly of the southerly boundary of the geographic Township of Dulhut to the boundary between Canada and the United States; thence southeasterly, easterly and southerly along the last-mentioned boundary to the place of beginning.

iii. All the Territorial District of Algoma not included in subparagraphs i and ii or in schedules 2, 3, 4 and 5.

3. The City of Sault Ste. Marie. R.R.O. 1970, Reg. 800, Sched. 1.

### Schedule 2

1. The Third Small Claims Court of the District of Algoma.

2. That part of the Territorial District of Algoma described as follows: Beginning where the southerly boundary of the geographic Township of Macdonald meets the easterly shore of Lake George; thence easterly along the southerly boundary of the Township to the easterly boundary of the Township; thence northerly along the easterly boundary of the Township to the southerly boundary of the geographic Township of Kehoe; thence easterly along that boundary to the easterly boundary of the geographic Township of Kehoe; thence northerly along that boundary to the northerly boundary of the Township; thence westerly along the last-mentioned boundary to the southeasterly angle of the geographic Township of Anderson; thence northerly along the easterly boundary of the geographic townships of Anderson, Hodgins, Gaudette, La Verendrye, Dablon, Desbiens, Way-White and Running, to the boundary between the territorial districts of Algoma and Sudbury; thence easterly along the last-mentioned boundary to the northwesterly angle of the geographic Township of Gaunt; thence southerly along the westerly boundary of the geographic townships of Gaunt, Lane, Martel, Root, War-

Patton and Thompson to the northerly shore of the North Channel of Lake Huron; thence westerly along the northerly shore of the North Channel and St. Joseph's Channel and continuing northerly along the east shore of Lake George to the place of beginning.

3. The Town of Thessalon. R.R.O. 1970, Reg. 800, Sched. 2, *revised*.

**Schedule 3**

1. The Fourth Small Claims Court of the District of Algoma.

2. That part of the Territorial District of Algoma described as follows: Beginning where the production westerly of the southerly boundary of the geographic Township of Dulhut, meets the boundary between Canada and the United States; thence easterly along the production and the southerly boundary of the geographic townships of Dulhut, Rabazo, Naveau, Nebonaionquet, Noganosh, Pawis, Quill and Recollet, to the boundary between the territorial districts of Algoma and Sudbury; thence northerly, westerly, northerly and easterly along the last-mentioned boundary to the boundary between the territorial districts of Algoma and Cochrane; thence northerly, westerly, northerly, westerly, northerly and westerly along the last-mentioned boundary to the boundary between the territorial districts of Algoma and Thunder Bay; thence southerly along the last-mentioned boundary to the boundary between Canada and the United States; thence southeasterly along the last-mentioned boundary to the place of beginning.

3. Wawa. R.R.O. 1970, Reg. 800, Sched. 3, *revised*.

**Schedule 4**

1. The Seventh Small Claims Court of the District of Algoma.

2. That part of the Territorial District of Algoma described as follows: Beginning at the southwesterly angle of the geographic Township of Thompson; thence northerly along the westerly boundary of the geographic townships of Thompson, Patton and Montgomery, Nouvel, Varley, Sayer, Simons, Wardle, Root, Martel, Lane and Gaunt to the boundary between the territorial districts of Algoma and Sudbury; thence easterly, southerly, easterly, southerly, westerly, southerly, westerly, southerly, easterly and southerly along the boundary between the territorial districts of Algoma and Sudbury to the northerly shore of the North Channel of Lake Huron; thence westerly along the northerly shore of the North Channel to the place of beginning, saving and excepting the geographic townships of McGiverin, Esten, Proctor, Joubin, Buckles, Hughson, Gunterman, Bouck, Hembruff, Bolger and Beange.

3. The Town of Blind River. R.R.O. 1970, Reg. 800, Sched. 4, *revised*.

**Schedule 5**

1. The Eighth Small Claims Court of the District of Algoma.

2. Those parts of the Territorial District of Algoma being the geographic townships of,

(*a*) McGiverin;

(*b*) Esten;

(*c*) Proctor;

(*d*) Joubin;

(*e*) Buckles;

(*f*) Hughson;

(*g*) Gunterman;

(*h*) Bouck;

(*i*) Hembruff;

(*j*) Bolger;

(*k*) Beange;

(*l*) Raimbault.

3. The Town of Elliot Lake. R.R.O. 1970, Reg. 800, Sched. 5, *revised*.

**BRANT**

**Schedule 6**

1. The First Small Claims Court of the County of Brant.

2. Those parts of the County of Brant described as follows:

i. The City of Brantford.

ii. The Town of Paris.

iii. The townships of,

(*a*) Brantford;

(*b*) Burford;

(*c*) Oakland;

(*d*) Onondaga;

(*e*) South Dumfries;

(*f*) Tuscarora.

3. The City of Brantford. R.R.O. 1970, Reg. 800, Sched. 6.

## BRUCE

### Schedule 7

1. The First Small Claims Court of the County of Bruce.

2. Those parts of the County of Bruce described as follows:

i. The Town of Walkerton.

ii. The villages of,

(*a*) Lucknow;

(*b*) Mildmay;

(*c*) Ripley;

(*d*) Teeswater.

iii. The townships of,

(*a*) Brant;

(*b*) Carrick;

(*c*) Culross;

(*d*) Greenock;

(*e*) Huron;

(*f*) Kinloss.

3. The Town of Walkerton. O. Reg. 528/72, s. 1, *part*, Sched. 7.

### Schedule 8

1. The Fifth Small Claims Court of the County of Bruce.

2. Those parts of the County of Bruce described as follows:

i. The towns of,

(*a*) Chesley;

(*b*) Kincardine;

(*c*) Port Elgin;

(*d*) Southampton.

ii. The villages of,

(*a*) Paisley;

(*b*) Tara;

(*c*) Tiverton.

iii. The townships of,

(*a*) Arran;

(*b*) Bruce;

(*c*) Elderslie;

(*d*) Kincardine;

(*e*) Saugeen.

3. The Town of Port Elgin. O. Reg. 528/72, s. 1, *part*, Sched. 8.

### Schedule 9

1. The Eighth Small Claims Court of the County of Bruce.

2. Those parts of the County of Bruce described as follows:

i. The Town of Wiarton.

ii. The villages of,

(*a*) Hepworth;

(*b*) Lion's Head.

iii. The townships of,

(*a*) Albemarle;

(*b*) Amabel;

(*c*) Eastnor;

(*d*) Lindsay;

(*e*) St. Edmunds.

3. The Town of Wiarton. O. Reg. 528/72, s. 1, *part*, Sched. 9.

## COCHRANE DISTRICT

### Schedule 10

1. The First Small Claims Court of the District of Cochrane.

2. That part of the Territorial District of Cochrane described as follows: Beginning at the intersection of the northerly shore of Lake Abitibi with the easterly boundary of the District; thence in a general westerly direction following along the northerly shore of the lake to the southerly boundary of the geographic Township of Bowyer; thence westerly along the southerly boundary of the geographic townships of Bowyer, Marathon, Sherring, Mortimer,

Pyne, St. John, Hanna, Reaume, Beck, Nesbitt, Aubin, Kingsmill and Kirkland to the westerly boundary of the geographic Township of Kirkland; thence northerly along the westerly boundary of the geographic townships of Kirkland, Laidlaw, Sydere, Haggart, Alexandra, Hurdman, Agate, Marceau, Sheldon, Traill, Hamlet, Kilmer and Hogg to the southerly boundary of the geographic Township of Pickett; thence westerly along the southerly boundary of the geographic townships of Pickett and Gentles to the 82nd meridian of longitude; thence north along the meridian to the northerly boundary of the District; thence easterly along the northerly boundary to the easterly boundary of the District; thence southerly along the last-mentioned boundary to the place of beginning.

3. The Town of Cochrane. R.R.O. 1970, Reg. 800, Sched. 13.

Schedule 11

1. The Second Small Claims Court of the District of Cochrane.

2. That part of the Territorial District of Cochrane described as follows: Beginning at the southeasterly angle of the geographic Township of Thomas; thence northerly along the easterly boundaries of the geographic townships of Thomas, Macklem, German and Dundonald to the northerly boundary of the geographic Township of Dundonald; thence westerly along the northerly boundary of the geographic townships of Dundonald and Evelyn to the easterly boundary of the geographic Township of Tully; thence northerly along the easterly boundary of the geographic townships of Tully and Duff to the southerly boundary of the geographic Township of Reaume; thence westerly along the southerly boundary of the geographic townships of Reaume, Beck, Nesbitt, Aubin, Kingsmill and Kirkland to the westerly boundary of the geographic Township of Wilhelmia; thence southerly along that boundary to the southerly boundary of the geographic Township of Oke; thence westerly along the southerly boundary of the geographic townships of Oke, Hicks, Griffin and Seaton to the boundary between the territorial districts of Cochrane and Algoma to and extending southerly along the boundary between the territorial districts of Cochrane and Sudbury to the southeasterly angle of the geographic Township of Ossin; thence easterly and southerly along the last-mentioned boundary to the boundary between the territorial districts of Cochrane and Timiskaming; thence easterly along the last-mentioned boundary to the place of beginning.

3. The Town of Timmins. R.R.O. 1970, Reg. 800, Sched. 14.

Schedule 12

1. The Fourth Small Claims Court of the District of Cochrane.

2. That part of the Territorial District of Cochrane described as follows:

BEGINNING at the southeasterly angle of the geographic Township of Oke; then westerly along the southerly boundary of the geographic townships of Oke, Hicks, Gaffin and Seaton to the boundary between the territorial districts of Cochrane and Algoma; thence northerly and westerly along that boundary to the southwesterly boundary of the geographic Township of Clavet; then northerly and westerly along the boundary between the territorial districts of Cochrane and Thunder Bay to the southwesterly boundary of the geographic Township of Raynar; thence northerly along that boundary to the northeasterly boundaries of the territorial districts of Cochrane and Thunder Bay; then northerly, southerly and easterly along the boundaries of the territorial districts of Cochrane and Kenora to the 83rd meridian of longitude, then southerly, easterly and southerly along the 83rd meridian of longitude to the place of beginning.

3. The Town of Kapuskasing. O. Reg. 2/79, s. 1, *part*.

Schedule 13

1. The Sixth Small Claims Court of the District of Cochrane.

2. That part of the Territorial District of Cochrane described as follows: Bounded on the south by the northerly boundary of the Territorial District of Timiskaming; on the east by the westerly boundary of the Province of Quebec; on the north and west by a line described as follows: Beginning at the northeasterly junction of Lake Abitibi and the westerly boundary of the Province of Quebec; thence westerly along the north shore of Lake Abitibi to the northeasterly angle of the Township of Galna; thence westerly along the northern limits of the townships of Galna, Moody, Wesley, Edwards, Aurora, Newmarket and Mann; thence southerly along the westerly boundaries of the townships of Mann and Little; thence easterly along the southerly boundaries of the townships of Little and McCart to the westerly boundary of the Township of Calvert; thence southerly along the westerly boundaries of the townships of Clergue, Stock, Bond and Sheraton to the point of beginning.

3. The Town of Iroquois Falls. O. Reg. 528/72, s. 2, *part*.

## DUFFERIN

### Schedule 14

1. The First Small Claims Court of the County of Dufferin.

2. Those parts of the County of Dufferin described as follows:

i. The Town of Orangeville.

ii. The Village of Grand Valley.

iii. The townships of,

(*a*) East Garafraxa;

(*b*) East Luther;

(*c*) Mono.

iv. That part of the Township of Amaranth described as follows: Beginning at the southwesterly angle of the Township; thence northerly along the boundary between the townships of Amaranth and East Luther to the production westerly of the northerly limit of Lot 25 in Concession 10 of the Township of Amaranth; thence easterly along the production and the northerly limit of Lot 25 across concessions 10 to 1, both inclusive, and its production easterly to the boundary between the townships of Amaranth and Mono; thence southerly along that boundary to the southerly boundary of the Township; thence westerly along the southerly boundary of the Township to the place of beginning.

3. The Town of Orangeville. O. Reg. 260/72, s. 1, *part*.

### Schedule 15

1. The Second Small Claims Court of the County of Dufferin.

2. Those parts of the County of Dufferin described as follows:

i. The Village of Shelburne.

ii. The townships of,

(*a*) Melancthon;

(*b*) Mulmur.

iii. That part of the Township of Amaranth described as follows: Beginning at the northwesterly angle of the Township; thence southerly along the westerly boundary of the Township of Amaranth to the production westerly of the northerly limit of Lot 25 in Concession 10; thence easterly along the production and the northerly limit of Lot 25 across concessions 10 to 1, both inclusive, and its production easterly to the boundary between the townships of Amaranth and Mono; thence northerly along that boundary to the northerly boundary of the Township of Amaranth; thence westerly along that boundary to the place of beginning.

3. The Village of Shelburne. R.R.O. 1970, Reg. 800, Sched. 20.

## DURHAM

### Schedule 16

1. The First Small Claims Court of the Judicial District of Durham.

2. Those parts of The Regional Municipality of Durham described as follows:

i. The towns of,

(*a*) Ajax;

(*b*) Pickering;

(*c*) Whitby.

3. The Town of Whitby. O. Reg. 813/73, s. 5.

### Schedule 17

1. The Third Small Claims Court of the Judicial District of Durham.

2. Those parts of The Regional Municipality of Durham described as follows:

i. The townships of,

(*a*) Brock;

(*b*) Scugog;

(*c*) Uxbridge.

3. Uxbridge. O. Reg. 813/73, s. 6, *part*.

### Schedule 18

1. The Eighth Small Claims Court of the Judicial District of Durham.

2. Those parts of The Regional Municipality of Durham described as follows:

i. The City of Oshawa.

ii. The Town of Newcastle.

3. The City of Oshawa. O. Reg. 168/76, s. 1 (1).

## ELGIN

### Schedule 19

1. The First Small Claims Court of the County of Elgin.

2. The County of Elgin.

3. The City of St. Thomas. O. Reg. 254/76, s. 1, *part*.

## ESSEX

### Schedule 20

1. The Second Small Claims Court of the County of Essex.

2. Those parts of the County of Essex described as follows:

i. The Town of Amherstburg.

ii. The townships of,

(*a*) Anderdon;

(*b*) Malden.

3. The Town of Amherstburg. R.R.O. 1970, Reg. 800, Sched. 25.

### Schedule 21

1. The Third Small Claims Court of the County of Essex.

2. Those parts of the County of Essex described as follows:

i. The towns of,

(*a*) Essex;

(*b*) Harrow;

(*c*) Kingsville;

(*d*) Leamington.

ii. The townships of,

(*a*) Colchester North;

(*b*) Colchester South;

(*c*) Gosfield North;

(*d*) Gosfield South;

(*e*) Mersea;

(*f*) Pelee;

(*g*) Tilbury North;

(*h*) Tilbury West.

iii. That part of the Township of Maidstone lying south of the centre line of Highway No. 401.

iv. That part of the Township of Rochester lying south of the centre line of Highway No. 401.

3. The Town of Kingsville. O. Reg. 400/74, s. 1.

### Schedule 22

1. The Seventh Small Claims Court of the County of Essex.

2. Those parts of the County of Essex described as follows:

i. The City of Windsor.

ii. The towns of,

(*a*) Belle River;

(*b*) Tecumseh.

iii. The Village of St. Clair Beach.

iv. The townships of,

(*a*) Sandwich South;

(*b*) Sandwich West.

v. That part of the Township of Maidstone lying north of the centre line of Highway No. 401.

vi. That part of the Township of Rochester lying north of the centre line of Highway No. 401.

3. The City of Windsor. O. Reg. 400/74, s. 3.

## FRONTENAC

### Schedule 23

1. The First Small Claims Court of the County of Frontenac.

2. Those parts of the County of Frontenac described as follows:

i. The City of Kingston.

ii. The Village of Portsmouth.

iii. The townships of,

(*a*) Howe Island;

(*b*) Kingston;

(*c*) Loughborough;

(*d*) Pittsburgh;

(*e*) Storrington;

(*f*) Wolfe Island (including Garden Island, Simcoe Island, Horse Shoe Island and Mud Island).

iv. The Township of Portland.

v. That part of the Township of Bedford described as follows: Beginning at the southeasterly angle of the Township; thence westerly along the southerly boundary of the Township to the intersection of the said boundary with the production southerly of the westerly limit of Lot 1 in Concession 11; thence northerly to and along the westerly limit of the said Lot 1 to the water's edge on the southeasterly limit of Clear Lake; thence in a general northeasterly direction along the water's edge of Clear Lake to the intersection with the westerly limit of Lot 4 in Concession 12; thence northerly along the westerly limits of lots 4, 5 and 6 of Concession 12 to the intersection of the said limit with the water's edge on the southerly limit of Devil Lake; thence in a general southeasterly, easterly and northeasterly direction following the south and southeasterly limit of Devil Lake to the intersection of that southeasterly limit with the southerly limit of Lot 12 in Concession 14; thence easterly along that southerly limit to the southeasterly angle of the said Lot 12; thence northerly along that easterly limit of lots 12 and 13 in Concession 14 to the intersection of that easterly boundary with the northeasterly limit of the Township; thence southeasterly along the said northeasterly limit to the place of beginning.

3. The City of Kingston. R.R.O. 1970, Reg. 800, Sched. 31.

Schedule 24

1. The Sixth Small Claims Court of the County of Frontenac.

2. Those parts of the County of Frontenac described as follows:

i. The townships of,

(*a*) Barrie;

(*b*) Clarendon;

(*c*) Hinchinbrooke;

(*d*) Kennebec;

(*e*) Miller;

(*f*) Olden;

(*g*) Oso;

(*h*) Palmerston and North and South Canonto.

ii. The Township of Bedford, except that part described in subparagraph v of paragraph 2 of Schedule 23.

3. Sharbot Lake P.O. R.R.O. 1970, Reg. 800, Sched. 32.

**GREY**

Schedule 25

1. The First Small Claims Court of the County of Grey.

2. Those parts of the County of Grey described as follows:

i. The City of Owen Sound.

ii. The villages of,

(*a*) Chatsworth;

(*b*) Shallow Lake.

iii. The townships of,

(*a*) Derby;

(*b*) Holland;

(*c*) Keppel;

(*d*) Sarawak;

(*e*) Sullivan;

(*f*) Sydenham.

3. The City of Owen Sound. O. Reg. 528/72, s. 4, *part*, Sched. 33.

Schedule 26

1. The Second Small Claims Court of the County of Grey.

2. Those parts of the County of Grey described as follows:

i. The towns of,

(*a*) Durham;

(*b*) Hanover.

ii. The villages of,

(*a*) Dundalk;

(*b*) Flesherton;

(*c*) Markdale;

(*d*) Neustadt.

iii. The townships of,

(*a*) Artemesia;

(*b*) Bentinck;

(*c*) Egremont;

(*d*) Glenelg;

(*e*) Normanby;

(*f*) Proton.

3. The Town of Durham. O. Reg. 528/72, s. 4, *part*, Sched. 34.

Schedule 27

1. The Third Small Claims Court of the County of Grey.

2. Those parts of the County of Grey described as follows:

i. The towns of,

(*a*) Meaford;

(*b*) Thornbury.

ii. The townships of,

(*a*) Collingwood;

(*b*) Euphrasia;

(*c*) Osprey;

(*d*) St. Vincent.

3. The Town of Meaford. O. Reg. 528/72, s. 4, *part*, Sched. 35.

HALDIMAND

Schedule 28

1. The Third Small Claims Court of the Judicial District of Haldimand.

2. Those parts of The Regional Municipality of Haldimand-Norfolk described as follows:

i. The towns of,

(*a*) Dunnville;

(*b*) Haldimand.

ii. That part of the City of Nanticoke lying within the area of the former County of Haldimand as it existed on the 31st day of March, 1974.

3. The Town of Dunnville. O. Reg. 336/74, s. 1.

HALIBURTON

Schedule 29

1. The Second Small Claims Court of the Provisional County of Haliburton.

2. The Provisional County of Haliburton.

3. Haliburton P.O. R.R.O. 1970, Reg. 800, Sched. 42.

HALTON

Schedule 30

1. The First Small Claims Court of the Judicial District of Halton.

2. Those parts of the Regional Municipality of Halton described as follows:

i. The towns of,

(*a*) Milton;

(*b*) Halton Hills.

3. The Town of Milton. O. Reg. 813/73, s. 1.

Schedule 31

1. The Second Small Claims Court of the Judicial District of Halton.

2. That part of The Regional Municipality of Halton described as follows:

i. The Town of Oakville.

3. The Town of Oakville. O. Reg. 813/73, s. 2, *part*.

Schedule 32

1. The Sixth Small Claims Court of the Judicial District of Halton.

2. That part of The Regional Municipality of Halton described as follows:

i. The City of Burlington.

3. The City of Burlington. O. Reg. 813/73, s. 2, *part*.

## HAMILTON-WENTWORTH

Schedule 33

1. The First Small Claims Court of the Judicial District of Hamilton-Wentworth.

2. The Regional Municipality of Hamilton-Wentworth.

3. The City of Hamilton. O. Reg. 813/73, s. 7, *part*; O. Reg. 776/75, s. 4; O. Reg. 537/76, s. 1.

## HASTINGS

Schedule 34

1. The First Small Claims Court of the County of Hastings.

2. Those parts of the County of Hastings described as follows:

i. The City of Belleville.

ii. The Town of Deseronto.

iii. The Township of Tyendinaga.

iv. That part of the Township of Sidney described as follows: Beginning at the intersection of the easterly limit of Lot 38 in Concession 1 of the Township of Sidney with the northerly shore of the Bay of Quinte; thence northerly along the easterly boundary of the Township to the southerly boundary of the City of Belleville; thence westerly, northerly and easterly along the boundary between the City and the Township of Sidney to the boundary between the townships of Sidney and Thurlow; thence northerly along the last-mentioned boundary to the production easterly of the northerly boundary of Concession 7 in the Township of Sidney; thence westerly along the production and the northerly boundary to the westerly limit of Lot 19; thence southerly along the westerly limit of Lot 19 across concessions 7 to 1, both inclusive, to the northerly shore of the Bay of Quinte; thence easterly along the shore of the Bay of Quinte to the place of beginning.

3. The City of Belleville. O. Reg. 6/72, s. 2, *part*.

Schedule 35

1. The Sixth Small Claims Court of the County of Hastings.

2. Those parts of the County of Hastings described as follows:

i. The villages of,

(*a*) Deloro;

(*b*) Madoc;

(*c*) Marmora;

(*d*) Tweed.

ii. The townships of,

(*a*) Elzevir;

(*b*) Hungerford;

(*c*) Huntingdon;

(*d*) Madoc;

(*e*) Marmora;

(*f*) Rawdon.

3. The Village of Madoc. O. Reg. 206/73, s. 1, *part*.

Schedule 36

1. The Ninth Small Claims Court of the County of Hastings.

2. Those parts of the County of Hastings described as follows:

i. The separated Town of Trenton.

ii. The villages of,

(*a*) Frankford;

(*b*) Stirling.

iii. The Township of Sidney, except that part described in subparagraph iv of paragraph 2 of Schedule 34.

3. The Town of Trenton. O. Reg. 206/73, s. 1, *part*.

Schedule 37

1. The Twelfth Small Claims Court of the County of Hastings.

2. Those parts of the County of Hastings described as follows:

i. The Village of Bancroft.

ii. The townships of,

(*a*) Bangor, Wicklow and McClure;

(*b*) Carlow;

(*c*) Dungannon;

(*d*) Faraday;

(*e*) Grimsthorpe;

(*f*) Herschel;

(*g*) Lake;

(*h*) Limerick;

(*i*) Mayo;

(*j*) Monteagle;

(*k*) Tudor and Cashel;

(*l*) Woollaston.

3. The Village of Bancroft. O. Reg. 206/73, s. 1, *part*.

HURON

Schedule 38

1. The First Small Claims Court of the County of Huron.

2. Those parts of the County of Huron described as follows:

i. The Town of Goderich.

ii. The townships of,

(*a*) Ashfield;

(*b*) Colborne;

(*c*) Goderich;

(*d*) West Wawanosh.

3. The Town of Goderich. R.R.O. 1970, Reg. 800, Sched. 56.

Schedule 39

1. The Fifth Small Claims Court of the County of Huron.

2. Those parts of the County of Huron described as follows:

i. The Town of Exeter.

ii. The villages of,

(*a*) Bayfield;

(*b*) Hensall;

(*c*) Zurich.

iii. The townships of,

(*a*) Hay;

(*b*) Stanley;

(*c*) Stephen;

(*d*) Tuckersmith;

(*e*) Usborne.

3. The Village of Exeter. O. Reg. 6/72, s. 4, *part*; O. Reg. 776/75, s. 2.

Schedule 40

1. The Eighth Small Claims Court of the County of Huron.

2. Those parts of the County of Huron described as follows:

i. The towns of,

(*a*) Clinton;

(*b*) Seaforth;

(*c*) Wingham.

ii. The villages of,

(*a*) Blyth;

(*b*) Brussels.

iii. The townships of,

(*a*) East Wawanosh;

(*b*) Grey;

(*c*) Howick;

(*d*) Hullett;

(*e*) McKillop;

(*f*) Morris;

(*g*) Turnberry.

3. The Town of Wingham. O. Reg. 528/72, s. 5, *part*, Sched. 60; O. Reg. 776/75, s. 3.

## KENORA

### Schedule 41

1. The First Small Claims Court of the District of Kenora.

2. That part of the Territorial District of Kenora described as follows: Beginning at the intersection of the southerly boundary of the District with the meridian of longitude 93 degrees 30 minutes; thence north along the meridian to the southerly boundary of the geographic Township of Docker; thence in a general westerly direction along the southerly boundary of the Township to the westerly boundary of the Township; thence northerly along the westerly boundary of the geographic townships of Docker and Smellie to the northerly boundary of the geographic Township of Smellie; thence easterly along that boundary to the meridian of longitude 93 degrees 30 minutes; thence north along that meridian to the 7th Base Line; thence westerly along the Base Line to the westerly boundary of the District; thence southerly, easterly and southerly along the westerly boundary of the District to the southerly boundary of the District; thence in a general easterly direction along the southerly boundary of the District to the place of beginning.

3. The Town of Kenora. R.R.O. 1970, Reg. 800, Sched. 63.

### Schedule 42

1. The Third Small Claims Court of the District of Kenora.

2. That part of the Territorial District of Kenora described as follows: Beginning at the intersection of the southerly boundary of the District with the meridian of longitude 93 degrees 30 minutes west; thence north along the meridian to the southerly boundary of the geographic Township of Docker; thence in a general westerly direction along the southerly boundary of the Township to the westerly boundary of the Township; thence northerly along the westerly boundary of the geographic townships of Docker and Smellie to the northerly boundary of the geographic Township of Smellie; thence easterly along that boundary to the meridian of longitude 93 degress 30 minutes west; thence north along the meridian to the 7th Base Line; thence easterly along the Base Line to the 6th Meridian Line; thence southerly along the 6th Meridian Line to the northerly boundary of the geographic Township of Rowell; thence easterly along the northerly boundary of the Township to the easterly boundary of the Township; thence southerly along the easterly boundary of the geographic townships of Rowell and Britton to the northerly boundary of the geographic Township of Zealand; thence easterly along the northerly boundary of the geographic townships of Zealand and Brownridge to the easterly boundary of the geographic Township of Brownridge; thence southerly along that boundary to the northerly boundary of the geographic Township of Hartman; thence easterly along the northerly boundary of the geographic townships of Hartman and MacFie to the easterly boundary of the geographic Township of MacFie; thence southerly along the easterly boundary of the geographic townships of MacFie and Avery to the northerly boundary of the geographic Township of Revell; thence easterly along the northerly boundary of the geographic townships of Revell and Hyndman to the easterly boundary of the geographic Township of Hyndman; thence southerly along the last-mentioned boundary to the northerly boundary of the geographic Township of Ilsley; thence easterly along the northerly boundary of the geographic townships of Ilsley, Bradshaw and Gour to the easterly boundary of the geographic Township of Gour; thence southerly along that boundary to the parallel of latitude 49 degrees 30 minutes; thence east along the parallel to the easterly boundary of the District; thence southerly along that boundary to the parallel of latitude 49 degrees 30 minutes; thence east along the parallel to the easterly boundary of the District; thence southerly along the easterly boundary to the southerly boundary of the District; thence westerly, northerly and westerly along the southerly boundary to the place of beginning.

3. The Town of Dryden. R.R.O. 1970, Reg. 800, Sched. 64.

### Schedule 43

1. The Fourth Small Claims Court of the District of Kenora.

2. The Territorial District of Kenora (including the Patricia Portion), except those parts described in Schedules 41, 42 and 44.

3. The Town of Sioux Lookout. R.R.O. 1970, Reg. 800, Sched. 65.

### Schedule 44

1. The Fifth Small Claims Court of the District of Kenora.

2. That part of the Territorial District of Kenora described as follows: Beginning at the intersection of the 7th Base Line with the 6th meridian; thence northerly along the 6th meridian to its intersection with the northerly boundary of the District; thence westerly along the northerly boundary of the District to its intersection with the Manitoba-Ontario boundary; thence southerly along the Manitoba-Ontario boundary to its intersection with the 7th Base Line; thence easterly along the 7th Base Line to the place of beginning.

3. The Township of Red Lake. R.R.O. 1970, Reg. 800, Sched. 66.

## KENT

### Schedule 45

1. The First Small Claims Court of the County of Kent.

2. Those parts of the County of Kent described as follows:

i. The City of Chatham.

ii. The towns of,

(*a*) Blenheim;

(*b*) Ridgetown;

(*c*) Tilbury;

iii. The villages of,

(*a*) Erieau;

(*b*) Erie Beach;

(*c*) Highgate;

(*d*) Wheatley.

iv. The townships of,

(*a*) Dover;

(*b*) Howard;

(*c*) Orford;

(*d*) Raleigh;

(*e*) Romney;

(*f*) Tilbury East;

(*g*) Harwich.

v. That part of the Township of Chatham described as follows: Beginning at the most easterly angle of the Township; thence northwesterly along the northeasterly boundary of the Township to the production northeasterly of the northwesterly boundary of Concession 5; thence southwesterly along the production and the northwesterly boundary of Concession 5 to the northeasterly limit of Lot 12; thence northwesterly along that limit across concessions 6 to 12, both inclusive, to the northwesterly boundary of Concession 12; thence southwesterly along that boundary and its production southwesterly to the southwesterly boundary of the Township; thence southeasterly along the last-mentioned boundary to the northwesterly boundary of the City of Chatham; thence northeasterly, southeasterly and northeasterly along the boundary between the City and the Township of Chatham to and extending along the southeasterly boundary of the Township to the place of beginning.

3. The City of Chatham. O. Reg. 90/72, s. 2.

### Schedule 46

1. The Fifth Small Claims Court of the County of Kent.

2. Those parts of the County of Kent described as follows:

i. The towns of,

(*a*) Bothwell;

(*b*) Dresden;

(*c*) Wallaceburg.

ii. The Village of Thamesville.

iii. The townships of,

(*a*) Camden;

(*b*) Zone.

iv. The Township of Chatham, except that part described in subparagraph v of paragraph 2 of Schedule 45.

3. The Town of Wallaceburg. O. Reg. 90/72, s. 3.

## LAMBTON

### Schedule 47

1. The First Small Claims Court of the County of Lambton.

2. Those parts of the County of Lambton described as follows:

i. The City of Sarnia.

ii. The villages of,

(*a*) Courtright;

(*b*) Point Edward.

iii. The townships of,

(*a*) Moore;

(*b*) Sarnia;

(*c*) Sombra, including Walpole Island, St. Anne's Island and the other islands at the mouth of the St. Clair River.

3. The City of Sarnia. R.R.O. 1970, Reg. 800, Sched. 72; O. Reg. 346/76, s. 1.

### Schedule 48

1. The Fifth Small Claims Court of the County of Lambton.

2. Those parts of the County of Lambton described as follows:

i. The towns of Forest and Petrolia.

ii. The villages of,

(*a*) Alvinston;

(*b*) Arkona;

(*c*) Oil Springs;

(*d*) Thedford;

(*e*) Watford;

(*f*) Wyoming.

iii. The townships of,

(*a*) Bosanquet;

(*b*) Brooke;

(*c*) Dawn;

(*d*) Enniskillen;

(*e*) Euphemia;

(*f*) Plympton;

(*g*) Warwick.

3. The Town of Forest. O. Reg. 346/76, s. 2.

## LANARK

### Schedule 49

1. The First Small Claims Court of the County of Lanark.

2. Those parts of the County of Lanark described as follows:

i. The Town of Perth.

ii. The Village of Lanark.

iii. The townships of,

(*a*) Bathurst;

(*b*) Dalhousie and North Sherbrooke;

(*c*) Darling;

(*d*) Drummond;

(*e*) Lanark;

(*f*) Lavant;

(*g*) North Burgess;

(*h*) South Sherbrooke.

iv. The Township of North Elmsley, except that part described in subparagraph iii of paragraph 2 of Schedule 51.

3. The Town of Perth. O. Reg. 206/73, s. 2, *part*.

### Schedule 50

1. The Third Small Claims Court of the County of Lanark.

2. Those parts of the County of Lanark described as follows:

i. The towns of,

(*a*) Almonte;

(*b*) Carleton Place.

ii. The townships of,

(*a*) Beckwith;

(*b*) Pakenham;

(*c*) Ramsay.

3. The Town of Carleton Place. O. Reg. 206/73, s. 2, *part*.

Schedule 51

1. The Fourth Small Claims Court of the County of Lanark.

2. Those parts of the County of Lanark described as follows:

i. The separated Town of Smiths Falls.

ii. The Township of Montague.

iii. That part of the Township of North Elmsley described as follows: Beginning at the most northerly angle of the Township; thence southeasterly along the northeasterly boundary of the Township to the northwesterly boundary of the separated Town of Smiths Falls; thence southwesterly and southerly along the boundary between the Town and the Township of North Elmsley to the shore of the Rideau River; thence southwesterly along the shore of the Rideau River and Rideau Lake to the southwesterly limit of Lot 12 in Concession 5; thence northwesterly along the last-mentioned limit across concessions 5 to 10, both inclusive, and its production northwesterly to the northwesterly boundary of the Township; thence northeasterly along the last-mentioned boundary to the place of beginning.

3. The Town of Smiths Falls. R.R.O. 1970, Reg. 800, Sched. 79.

## LEEDS AND GRENVILLE

Schedule 52

1. The First Small Claims Court of the United Counties of Leeds and Grenville.

2. Those parts of the United Counties of Leeds and Grenville described as follows:

i. The City of Brockville.

ii. The separated Town of Gananoque.

iii. The villages of,

(*a*) Athens;

(*b*) Newboro;

(*c*) Westport.

iv. The townships of,

(*a*) Bastard and South Burgess;

(*b*) Elizabethtown;

(*c*) Front of Escott;

(*d*) Front of Leeds and Lansdowne;

(*e*) Front of Yonge;

(*f*) Kitley;

(*g*) North Crosby;

(*h*) Rear of Leeds and Lansdowne;

(*i*) Rear of Yonge and Escott;

(*j*) South Crosby;

(*k*) South Elmsley.

3. The City of Brockville. O. Reg. 41/73, s. 2, *part*.

Schedule 53

1. The Second Small Claims Court of the United Counties of Leeds and Grenville.

2. Those parts of the United Counties of Leeds and Grenville described as follows:

i. The Town of Kemptville and the separated Town of Prescott.

ii. The villages of,

(*a*) Cardinal; and

(*b*) Merrickville.

iii. The townships of,

(*a*) Augusta;

(*b*) Edwardsburgh;

(*c*) Oxford (on Rideau);

(*d*) South Gower; and

(*e*) Wolford.

3. The Town of Prescott.

O. Reg. 771/78, s. 1.

## LENNOX AND ADDINGTON

### Schedule 54

1. The First Small Claims Court of the County of Lennox and Addington.

2. Those parts of the County of Lennox and Addington described as follows:

i. The Town of Napanee.

ii. The villages of,

(*a*) Bath;

(*b*) Newburgh.

iii. The townships of,

(*a*) Adolphustown;

(*b*) Amherst Island;

(*c*) Camden East;

(*d*) Ernestown;

(*e*) North Fredericksburg;

(*f*) Richmond;

(*g*) Sheffield;

(*h*) South Fredericksburg.

3. The Town of Napanee. R.R.O. 1970, Reg. 800, Sched. 88.

### Schedule 55

1. The Eighth Small Claims Court of the County of Lennox and Addington.

2. Those parts of the County of Lennox and Addington described as follows:

i. The townships of,

(*a*) Denbigh, Abinger and Ashby;

(*b*) Kaladar, Anglesea and Effingham.

3. Flinton P.O. R.R.O. 1970, Reg. 800, Sched. 89.

## MANITOULIN

### Schedule 56

1. The First Small Claims Court of the District of Manitoulin.

2. Those parts of the Territorial District of Manitoulin described as follows:

i. The Town of Gore Bay.

ii. The geographic townships of,

(*a*) Allan;

(*b*) Barrie Island;

(*c*) Billings;

(*d*) Burpee;

(*e*) Campbell;

(*f*) Carnarvon;

(*g*) Cockburn Island;

(*h*) Dawson;

(*i*) Gordon;

(*j*) Mills;

(*k*) Robinson.

iii. The islands named,

(*a*) Burnt;

(*b*) Clapperton;

(*c*) Crescent;

(*d*) Duck;

(*e*) Vankoughnet;

(*f*) Vidal;

(*g*) Wall.

iv. All the remaining territory of the Territorial District of Manitoulin lying west of a line described as follows: Beginning at a point on the northerly boundary of the District of Manitoulin where it is intersected by a line drawn north astronomically from the northwesterly angle of the Township of Bidwell; thence south astronomically along the line so drawn to the northwesterly angle of the Township of Bidwell; thence southerly along the westerly

boundaries of the townships of Bidwell, Sandfield and Tehkummah to the southwesterly angle of Tehkummah; thence south astronomically to the southerely boundary of the District of Manitoulin.

3. The Town of Gore Bay. R.R.O. 1970, Reg. 800, Sched. 90.

Schedule 57

1. The Second Small Claims Court of the District of Manitoulin.

2. Those parts of the Territorial District of Manitoulin described as follows:

i. The Town of Little Current.

ii. The geographic townships of,

(*a*) Assiginack;

(*b*) Bidwell;

(*c*) Carlyle;

(*d*) Howland;

(*e*) Humboldt;

(*f*) Killarney;

(*g*) Rutherford;

(*h*) Sandfield;

(*i*) Sheguiandah;

(*j*) Tehkummah.

iii. The islands named,

(*a*) Badgeley;

(*b*) Bedford;

(*c*) Centre;

(*d*) Club;

(*e*) East Rous;

(*f*) Fitzwilliam;

(*g*) George;

(*h*) Great Cloche;

(*i*) Green;

(*j*) Heywood;

(*k*) Hog;

(*l*) Iroquois;

(*m*) Little Cloche;

(*n*) Lonely;

(*o*) Lucas;

(*p*) McGregor;

(*q*) Philip Edward;

(*r*) Rabbit;

(*s*) Sampson;

(*t*) Squaw;

(*u*) Strawberry;

(*v*) Wardrope;

(*w*) Wells;

(*x*) West Rous;

(*y*) Yeo.

iv. The remaining territory of the Territorial District of Manitoulin, except those parts described in Schedule 56.

3. The Town of Little Current. R.R.O. 1970, Reg. 800, Sched. 91.

MIDDLESEX

Schedule 58

1. The First Small Claims Court of the County of Middlesex.

2. Those parts of the County of Middlesex described as follows:

i. The City of London.

ii. The townships of,

(*a*) London;

(*b*) North Dorchester;

(*c*) Westminster;

(*d*) West Nissouri.

3. The City of London. R.R.O. 1970, Reg. 800, Sched. 92.

Schedule 59

1. The Second Small Claims Court of the County of Middlesex.

2. Those parts of the County of Middlesex described as follows:

i. The Town of Parkhill.

ii. The Village of Ailsa Craig.

iii. The townships of,

(*a*) East Williams;

(*b*) West Williams.

iv. That part of the Township of Lobo described as follows: Beginning at the most southerly angle of Lot 13 in Concession 12; thence northeasterly along the southeasterly boundary of Concession 12 and its production northeasterly to the easterly boundary of the Township; thence northerly along the easterly boundary of the Township to the northwesterly boundary of the Township; thence southwesterly along the last-mentioned boundary to the production northwesterly of the southwesterly limit of Lot 13; thence southeasterly along the production and the southwesterly limit of Lot 13 across concessions 13 and 12 to the place of beginning.

3. The Town of Parkhill. R.R.O. 1970, Reg. 800, Sched. 93.

Schedule 60

1. The Third Small Claims Court of the County of Middlesex.

2. Those parts of the County of Middlesex described as follows:

i. The Village of Lucan.

ii. The townships of,

(*a*) Biddulph;

(*b*) McGillivary.

3. The Village of Lucan. R.R.O. 1970, Reg. 800, Sched. 94.

Schedule 61

1. The Sixth Small Claims Court of the County of Middlesex.

2. Those parts of the County of Middlesex described as follows:

i. The Town of Strathroy.

ii. The Villages of,

(*a*) Glencoe;

(*b*) Newbury;

(*c*) Wardsville.

iii. The townships of,

(*a*) Adelaide;

(*b*) Caradoc;

(*c*) Delaware;

(*d*) Ekfrid;

(*e*) Lobo, except that part described in subparagraph iv of paragraph 2 of Schedule 59;

(*f*) Metcalfe;

(*g*) Mosa.

3. The Town of Strathroy. O. Reg. 41/73, s. 3, *part*.

MUSKOKA

Schedule 62

1. The First Small Claims Court of the District of Muskoka.

2. Those parts of the Territorial District of Muskoka, as they existed on the 31st day of December, 1970, described as follows:

i. The towns of,

(*a*) Bala;

(*b*) Bracebridge;

(*c*) Gravenhurst.

ii. The villages of,

(*a*) Port Carling;

(*b*) Port Sydney;

(*c*) Windermere.

iii. The townships of,

(*a*) Cardwell;

(*b*) Draper;

(*c*) Freeman;

(*d*) Gibson;

(*e*) Macaulay;

(*f*) McLean;

(*g*) Medora;

(*h*) Monck;

(*i*) Morrison;

(*j*) Muskoka;

(*k*) Oakley;

(*l*) Ridout;

(*m*) Ryde;

(*n*) Watt;

(*o*) Wood.

iv. The Township of Brunel, except that part described in subparagraph iii of paragraph 2 of Schedule 63.

v. The Township of Stephenson, except that part described in subparagraph iv of paragraph 2 of Schedule 63.

vi. The islands in the Georgian Bay lying west of the area described in subparagraphs i to v of paragraph 2 of this Schedule and adjacent thereto, and the islands in the Severn River lying northerly of the middle of the main channel of the Severn River and adjacent to the geographic townships of Wood and Morrison.

3. The Town of Bracebridge. O. Reg. 206/73, s. 3, *part*.

### Schedule 63

1. The Third Small Claims Court of the District Municipality of Muskoka.

2. Those parts of The District Municipality of Muskoka described as follows:

i. The Town of Huntsville, except those parts of the former townships of Brunel and Stephenson lying outside the parts of those townships described in subparagraphs iii and iv, respectively.

ii. The Township of Lake of Bays, except the former Township of Ridout and that part of the former Township of McLean that is now in the Township of Lake of Bays.

iii. That part of the former Township of Brunel described as follows: Beginning at the northwesterly angle of the Township; thence easterly along the northerly boundary of the Township to the easterly boundary of the Township; thence southerly along that boundary to the production easterly of the northerly boundary of Concession 9; thence westerly along the production and the northerly boundary of Concession 9 and its production westerly to the westerly boundary of the Township; thence northerly along that boundary to the place of beginning.

iv. That part of the former Township of Stephenson described as follows: Beginning at the northeasterly angle of the Township; thence southerly along the easterly boundary of the Township to the production easterly of the northerly boundary of Concession 9; thence westerly along the production and the northerly boundary of Concession 9 and its production westerly to the westerly boundary of the Township; thence northerly along that boundary to the northerly boundary of the Township; thence easterly along the last-mentioned boundary of the Township to the place of beginning.

3. The Town of Huntsville. O. Reg. 67/71, s. 1, *part, revised*.

## NIAGARA NORTH

### Schedule 64

1. The Second Small Claims Court of the Judicial District of Niagara North.

2. Those parts of The Regional Municipality of Niagara described as follows:

i. The City of St. Catharines.

ii. The Town of Niagara-on-the-Lake.

3. The City of St. Catharines. R.R.O. 1970, Reg. 800, Sched. 100.

### Schedule 65

1. The Fifth Small Claims Court of the Judicial District of Niagara North.

2. Those parts of The Regional Municipality of Niagara described as follows:

i. The towns of,

(*a*) Grimsby;

(*b*) Lincoln.

ii. The Township of West Lincoln.

3. The Town of Grimsby. R.R.O. 1970, Reg. 800, Sched. 101.

## NIAGARA SOUTH

### Schedule 66

1. The First Small Claims Court of the Judicial District of Niagara South.

2. Those parts of The Regional Municipality of Niagara described as follows:

i. The cities of,

(*a*) Port Colborne;

(*b*) Welland.

ii. The towns of,

(*a*) Pelham;

(*b*) Thorold.

iii. The Township of Wainfleet.

iv. That part of the City of Niagara Falls described as follows: Beginning at the southwestern angle of the City of Niagara Falls; thence northerly along the westerly boundary of the City to the southerly bank of the Welland River; thence easterly and northerly along the southern bank of the Welland River to the westerly side of County Road No. 22; thence southerly along the westerly side of County Road No. 22 to the northerly boundary of the City of Port Colborne; thence westerly along the northerly boundary of the City of Port Colborne to the place of beginning.

3. The City of Welland. O. Reg. 528/72, s. 6, *part*, Sched. 102.

### Schedule 67

1. The Fourth Small Claims Court of the Judicial District of Niagara South.

2. Those parts of the Regional Municipality of Niagara described as follows:

i. The City of Niagara Falls, except that part described in subparagraph iv of paragraph 2 of Schedule 66.

ii. The Town of Fort Erie.

3. The City of Niagara Falls. O. Reg. 528/72, s. 6, *part*, Sched. 103.

## NIPISSING

### Schedule 68

1. The First Small Claims Court of the District of Nipissing.

2. Those parts of the Territorial District of Nipissing described as follows:

i. The towns of,

(*a*) Cache Bay;

(*b*) Sturgeon Falls.

ii. Beginning at the northeasterly angle of the geographic Township of Gooderham; thence southerly along the easterly boundary of the geographic townships of Gooderham, Hammell, Notman, Blyth and Commanda to the northerly shore of Lake Nipissing; thence south astronomically to the southerly boundary of the District; thence westerly along the southerly boundary of the District to the westerly boundary of the District; thence northerly along the westerly boundary of the District to the northerly boundary of the geographic Township of Pardo; thence easterly along the northerly boundary of the geographic townships of Pardo, Hobbs, McCallum, Sisk, Kenny and Gooderham to the place of beginning; excepting therefrom the towns of Cache Bay and Sturgeon Falls.

3. The Town of Sturgeon Falls. R.R.O. 1970, Reg. 800, Sched. 107.

### Schedule 69

1. The Third Small Claims Court of the District of Nipissing.

2. Those parts of the Territorial District of Nipissing described as follows:

i. The City of North Bay.

ii. The towns of,

(*a*) Bonfield;

(*b*) Mattawa.

iii. Beginning at the intersection of the boundary between the territorial districts of Nipissing and Timiskaming with the boundary between the territorial districts

of Nipissing and Sudbury; thence southerly along the boundary between the districts of Nipissing and Sudbury to the northerly boundary of the geographic Township of Pardo; thence easterly along the northerly boundary of the geographic townships of Pardo, Hobbs, McCallum, Sisk, Kenny and Gooderham to the easterly boundary of the geographic Township of Gooderham; thence southerly along the easterly boundary of the geographic townships of Gooderham, Hammell, Notman, Blyth and Commanda to the northerly shore of Lake Nipissing; thence south astronomically to the boundary between the territorial districts of Nipissing and Parry Sound; thence easterly, southerly, westerly, southerly, westerly, southerly and westerly along that boundary to the boundary between the territorial districts of Nipissing and Muskoka; thence southerly along that boundary to the boundary between the Territorial District of Nipissing and the Provisional County of Haliburton; thence easterly and southerly along that boundary to the boundary between the Territorial District of Nipissing and the County of Hastings; thence easterly along that boundary to the boundary between the Territorial District of Nipissing and the County of Renfrew; thence northerly, easterly, northerly, easterly, northerly, westerly, northerly, westerly, northerly, westerly and northerly along that boundary to the boundary between Ontario and Quebec; thence northerly along that boundary to the boundary between the territorial districts of Nipissing and Timiskaming; thence westerly, northerly and westerly along that boundary to the place of beginning; excepting therefrom the City of North Bay and the towns of Bonfield and Mattawa.

3. The City of North Bay. R.R.O. 1970, Reg. 800, Sched. 108.

## NORFOLK

### Schedule 70

1. The First Small Claims Court of the Judicial District of Norfolk.

2. Those parts of The Regional Municipality of Haldimand-Norfolk described as follows:

i. The Town of Simcoe.

ii. The townships of,

(*a*) Delhi;

(*b*) Norfolk.

iii. That part of the City of Nanticoke lying within the area of the former County of Norfolk as it existed on the 31st day of March, 1974.

3. The Town of Simcoe. O. Reg. 336/74, s. 2.

## NORTHUMBERLAND

### Schedule 71

1. The First Small Claims Court of the County of Northumberland.

2. Those parts of the County of Northumberland described as follows:

i. The Town of Port Hope.

ii. The Township of Hope.

3. The Town of Port Hope. O. Reg. 813/73, s. 4, *part*.

### Schedule 72

1. The Second Small Claims Court of the County of Northumberland.

2. Those parts of the County of Northumberland described as follows:

i. The Town of Cobourg.

ii. The townships of,

(*a*) Haldimand;

(*b*) Hamilton.

3. The Town of Cobourg. O. Reg. 813/73, s. 4, *part*.

### Schedule 73

1. The Third Small Claims Court of the County of Northumberland.

2. Those parts of the County of Northumberland described as follows:

i. The Town of Campbellford.

ii. The villages of,

(*a*) Brighton;

(*b*) Colborne;

(*c*) Hastings.

iii. The townships of,

(*a*) Alnwick;

(*b*) Brighton;

(*c*) Cramahe;

(*d*) Murray;

(*e*) Percy;

(*f*) Seymour.

3. The Village of Brighton.

O. Reg. 841/80, s. 1, *part*.

## OTTAWA-CARLETON

### Schedule 74

1. The Seventh Small Claims Court of the Judicial District of Ottawa-Carleton.

2. The Regional Municipality of Ottawa-Carleton.

3. The City of Ottawa. O. Reg. 95/73, s. 1, *part*.

## OXFORD

### Schedule 75

1. The First Small Claims Court of the County of Oxford.

2. The County of Oxford.

3. The City of Woodstock. O. Reg. 984/74, s. 1, *part*.

## PARRY SOUND

### Schedule 76

1. The First Small Claims Court of the District of Parry Sound.

2. Those parts of the Territorial District of Parry Sound described as follows:

i. The Town of Parry Sound.

ii. The villages of,

(*a*) Magnetawan;

(*b*) Rosseau.

iii. The geographic townships of,

(*a*) Blair;

(*b*) Brown;

(*c*) Burton;

(*d*) Carling;

(*e*) Christie;

(*f*) Conger;

(*g*) Cowper;

(*h*) East Burpee;

(*i*) Ferguson;

(*j*) Foley;

(*k*) Hagerman;

(*l*) Harrison;

(*m*) Henvey;

(*n*) Humphrey;

(*o*) McDougall;

(*p*) McKellar;

(*q*) McKenzie;

(*r*) Monteith;

(*s*) Mowat;

(*t*) Shawanaga;

(*u*) Wallbridge.

iv. That part of the Territorial District of Parry Sound lying northerly of the northerly boundary of the geographic townships of Blair and Mowat and westerly and northerly of the westerly and northerly boundaries of the geographic townships of Mowat and Henvey together with the islands in the Georgian Bay lying westerly of the said territory and adjacent thereto.

3. The Town of Parry Sound. R.R.O. 1970, Reg. 800, Sched. 130.

### Schedule 77

1. The Seventh Small Claims Court of the District of Parry Sound.

2. Those parts of the Territorial District of Parry Sound described as follows:

i. The towns of,

(*a*) Kearney;

(*b*) Powassan;

(*c*) Trout Creek.

ii. The villages of,

(*a*) Burk's Falls;

(*b*) South River;

(*c*) Sundridge.

iii. The geographic townships of,

(*a*) Armour;

(*b*) Bethune;

(*c*) Chapman;

(*d*) Croft;

(*e*) East Mills;

(*f*) Ferrie;

(*g*) Gurd;

(*h*) Hardy;

(*i*) Joly;

(*j*) Laurier;

(*k*) Lount;

(*l*) Machar;

(*m*) McConkey;

(*n*) McMurrich;

(*o*) Nipissing;

(*p*) North Himsworth;

(*q*) Patterson;

(*r*) Perry;

(*s*) Pringle;

(*t*) Proudfoot;

(*u*) Ryerson;

(*v*) South Himsworth;

(*w*) Spence;

(*x*) Strong;

(*y*) Wilson.

iv. Lying northerly of the northerly boundaries of the geographic townships of North Himsworth, Nipissing, Patterson, Hardy and McConkey.

3. The Village of South River. R.R.O. 1970, Reg. 800, Sched. 131.

## PEEL

### Schedule 78

1. The First Small Claims Court of the Judicial District of Peel.

2. Those parts of The Regional Municipality of Peel described as follows:

i. The City of Brampton.

ii. The Town of Caledon.

3. The City of Brampton. O. Reg. 813/73, s. 7, *part, revised.*

### Schedule 79

1. The Second Small Claims Court of the Judicial District of Peel.

2. That part of The Regional Municipality of Peel described as follows:

i. The City of Mississauga.

3. The City of Mississauga. O. Reg. 813/73, s. 7, *part.*

## PERTH

### Schedule 80

1. The First Small Claims Court of the County of Perth.

2. Those parts of the County of Perth described as follows:

i. The City of Stratford.

ii. The separated Town of St. Marys.

iii. The Town of Mitchell.

iv. The Village of Milverton.

v. The townships of,

(*a*) Blanshard;

(*b*) Downie (including the Gore of Downie);

(*c*) Ellice;

(*d*) Fullarton;

(*e*) Hibbert;

(*f*) Logan;

(*g*) Mornington;

(*h*) North Easthope;

(*i*) South Easthope.

3. The City of Stratford. O. Reg. 41/73, s. 4, *part*.

Schedule 81

1. The Sixth Small Claims Court of the County of Perth.

2. Those parts of the County of Perth described as follows:

i. The Town of Listowel.

ii. The townships of,

(*a*) Elma;

(*b*) Wallace.

3. The Town of Listowel. O. Reg. 41/73, s. 4, *part*.

## PETERBOROUGH

Schedule 82

1. The First Small Claims Court of the County of Peterborough.

2. Those parts of the County of Peterborough described as follows:

i. The City of Peterborough.

ii. The villages of,

(*a*) Havelock;

(*b*) Lakefield;

(*c*) Millbrook;

(*d*) Norwood.

iii. The townships of,

(*a*) Asphodel;

(*b*) Belmont and Methuen;

(*c*) Burleigh and Anstruther;

(*d*) Cavan;

(*e*) Chandos;

(*f*) Douro;

(*g*) Dummer;

(*h*) Ennismore;

(*i*) Harvey;

(*j*) North Monaghan;

(*k*) Otonabee;

(*l*) Smith;

(*m*) South Monaghan.

iv. Part of the Township of Galway and Cavendish, being the geographic Township of Cavendish as it existed on the 7th day of March, 1910.

3. The City of Peterborough. O. Reg. 813/73, s. 7, *part*.

## PRESCOTT AND RUSSELL

Schedule 83

1. The Seventh Small Claims Court of the United Counties of Prescott and Russell.

2. Those parts of the United Counties of Prescott and Russell described as follows:

i. The towns of,

(*a*) Hawkesbury;

(*b*) Vankleek Hill.

ii. The Village of L'Orignal.

iii. The townships of,

(*a*) Caledonia;

(*b*) Longueuil;

(*c*) East Hawkesbury;

(*d*) West Hawkesbury.

iv. That part of the Township of South Plantagenet described as follows: Beginning at the southwesterly angle of the Township; thence northerly along the westerly boundary of the Township to the northerly bank of the Nation River; thence in a general easterly direction along the northerly bank of the Nation River to the boundary between the townships of South Plantagenet and Alfred; thence southerly

and easterly along that boundary to the boundary between the townships of South Plantagenet and Caledonia; thence southerly along that boundary to the boundary between the townships of South Plantagenet and Kenyon; thence southerly and westerly along that boundary to the boundary between the townships of South Plantagenet and Roxborough; thence northerly and westerly along the last-mentioned boundary to the place of beginning.

3. The Town of Hawkesbury. R.R.O. 1970, Reg. 800, Sched. 140.

Schedule 84

1. The Tenth Small Claims Court of the United Counties of Prescott and Russell.

2. Those parts of the United Counties of Prescott and Russell described as follows:

i. The Town of Rockland.

ii. The Village of Casselman.

iii. The townships of,

(*a*) Alfred;

(*b*) Cambridge;

(*c*) Clarence;

(*d*) North Plantagenet;

(*e*) Russell.

iv. The Township of South Plantagenet, except that part described in subparagraph iv of paragraph 2 of Schedule 83.

3. The Town of Rockland. O. Reg. 206/73, s. 5, *part*.

PRINCE EDWARD

Schedule 85

1. The First Small Claims Court of the County of Prince Edward.

2. The County of Prince Edward.

3. The Town of Picton. R.R.O. 1970, Reg. 800, Sched. 142.

RAINY RIVER

Schedule 86

1. The First Small Claims Court of the District of Rainy River.

2. Those parts of the Territorial District of Rainy River described as follows:

i. The towns of,

(*a*) Fort Frances;

(*b*) Rainy River.

ii. Beginning at the intersection of the boundary between the territorial districts of Rainy River and Kenora with the 5th Meridian Line; thence southerly along the 5th Meridian Line and its production southerly to the boundary between Canada and the United States; thence in a general westerly and northerly direction following the last-mentioned boundary to the boundary between the territorial districts of Rainy River and Kenora; thence in a general easterly direction following the last-mentioned boundary to the place of beginning; excepting therefrom the towns of Fort Frances and Rainy River.

3. The Town of Fort Frances. R.R.O. 1970, Reg. 800, Sched. 143.

Schedule 87

1. The Fourth Small Claims Court of the District of Rainy River.

2. That part of the Territorial District of Rainy River described as follows: Beginning at the northeasterly angle of the District; thence westerly along the northerly boundary of the District to the 5th Meridian Line; thence southerly along the 5th Meridian Line and its production southerly to the boundary between the Dominion of Canada and the United States of America; thence easterly along that boundary to the easterly boundary of the District; thence northerly along the last-mentioned boundary to the place of beginning.

3. Atikokan P.O. R.R.O. 1970, Reg. 800, Sched. 144.

RENFREW

Schedule 88

1. The First Small Claims Court of the County of Renfrew.

2. Those parts of the County of Renfrew described as follows:

i. The City of Pembroke.

ii. The Village of Cobden.

iii. The townships of,

(*a*) Alice and Fraser;

(*b*) Bromley;

(*c*) Head, Clara and Maria;

(*d*) Pembroke;

(*e*) Petawawa;

(*f*) Rolph, Buchanan, Wylie and McKay;

(*g*) Ross;

(*h*) Stafford;

(*i*) Westmeath.

3. The City of Pembroke. R.R.O. 1970, Reg. 800, Sched. 145.

Schedule 89

1. The Third Small Claims Court of the County of Renfrew.

2. Those parts of the County of Renfrew described as follows:

i. The Town of Renfrew.

ii. The townships of,

(*a*) Admaston;

(*b*) Bagot and Blithfield;

(*c*) Brougham;

(*d*) Griffith and Matawatchan;

(*e*) Horton.

3. The Town of Renfrew. R.R.O. 1970, Reg. 800, Sched. 146.

Schedule 90

1. The Fourth Small Claims Court of the County of Renfrew.

2. Those parts of the County of Renfrew described as follows:

i. The Town of Arnprior.

ii. The Village of Braeside.

iii. The Township of McNab.

3. The Town of Arnprior. R.R.O. 1970, Reg. 800, Sched. 147.

Schedule 91

1. The Seventh Small Claims Court of the County of Renfrew.

2. Those parts of the County of Renfrew described as follows:

i. The villages of,

(*a*) Barry's Bay;

(*b*) Eganville;

(*c*) Killaloe Station.

ii. The townships of,

(*a*) Brudenell and Lyndoch;

(*b*) Grattan;

(*c*) Hagarty and Richards;

(*d*) North Algona;

(*e*) Radcliffe;

(*f*) Raglan;

(*g*) Sebastopol;

(*h*) Sherwood, Jones and Burns;

(*i*) South Algona;

(*j*) Wilberforce.

3. The Village of Killaloe Station. R.R.O. 1970, Reg. 800, Sched. 148.

SIMCOE

Schedule 92

1. The First Small Claims Court of the County of Simcoe.

2. Those parts of the County of Simcoe described as follows:

i. The City of Barrie.

ii. The Town of Bradford.

iii. The Village of Elmvale.

iv. The townships of,

(*a*) Flos;

(*b*) Innisfil;

(*c*) Vespra;

(*d*) West Gwillimbury.

v. The Township of Oro, except that part described in subparagraph iv of paragraph 2 of Schedule 94.

vi. That part of the Township of Sunnidale described as follows: Beginning at the southwesterly angle of the Township; thence northerly along the westerly boundary of the Township to the production westerly of the northerly boundary of Concession 8; thence easterly along the production and the northerly boundary of Concession 8 and its production easterly to the easterly boundary of the Township; thence southerly along that boundary to the southerly boundary of the Township; thence westerly along the last-mentioned boundary to the place of beginning.

3. The City of Barrie. O. Reg. 206/73, s. 6, *part*.

Schedule 93

1. The Fourth Small Claims Court of the County of Simcoe.

2. Those parts of the County of Simcoe described as follows:

i. The towns of,

(*a*) Collingwood;

(*b*) Midland;

(*c*) Penetanguishene;

(*d*) Stayner.

ii. The villages of,

(*a*) Creemore;

(*b*) Port McNicholl;

(*c*) Victoria Harbour;

(*d*) Wasaga Beach.

iii. The townships of,

(*a*) Nottawasaga;

(*b*) Tay;

(*c*) Tiny.

iv. The geographic Township of Baxter in the Territorial District of Muskoka, as it existed on the 31st day of December, 1970.

v. The Township of Sunnidale, except that part described in subparagraph vi of paragraph 2 of Schedule 92.

3. The Town of Collingwood. O. Reg. 454/73, s. 1, *part*.

Schedule 94

1. The Sixth Small Claims Court of the County of Simcoe.

2. Those parts of the County of Simcoe described as follows:

i. The City of Orillia.

ii. The Village of Coldwater.

iii. The townships of,

(*a*) Mara;

(*b*) Matchedash;

(*c*) Medonte;

(*d*) Orillia;

(*e*) Rama.

iv. That part of the Township of Oro described as follows: Beginning at the northeasterly angle of the Township; thence southerly along the easterly boundary of the Township to the shore of Lake Simcoe; thence in a general southwesterly direction along the shore of Lake Simcoe to the westerly boundary of Concession 9; thence northerly along that boundary and its production northerly to the northerly boundary of the Township; thence easterly along the last-mentioned boundary to the place of beginning.

3. The City of Orillia. O. Reg. 813/73, s. 7, *part*.

Schedule 95

1. The Eighth Small Claims Court of the County of Simcoe.

2. Those parts of the County of Simcoe described as follows:

i. The Town of Alliston.

ii. The villages of Beeton and Tottenham.

iii. The townships of,

(*a*) Adjala;

(*b*) Essa;

(*c*) Tecumseth;

(*d*) Tosorontio.

3. The Town of Alliston. R.R.O. 1970, Reg. 800, Sched. 154.

## STORMONT, DUNDAS AND GLENGARRY

### Schedule 96

1. The Second Small Claims Court of the United Counties of Stormont, Dundas and Glengarry.

2. Those parts of the United Counties of Stormont, Dundas and Glengarry described as follows:

i. The Town of Alexandria.

ii. The villages of,

(*a*) Lancaster;

(*b*) Maxville.

iii. The townships of,

(*a*) Charlottenburgh;

(*b*) Lancaster;

(*c*) Lochiel;

(*d*) Kenyon.

3. The Town of Alexandria. R.R.O. 1970, Reg. 800, Sched. 156.

### Schedule 97

1. The Third Small Claims Court of the United Counties of Stormont, Dundas and Glengarry.

2. Those parts of the United Counties of Stormont, Dundas and Glengarry described as follows:

i. The City of Cornwall.

ii. The Village of Finch.

iii. The townships of,

(*a*) Cornwall;

(*b*) Finch;

(*c*) Osnabruck;

(*d*) Roxborough.

3. The City of Cornwall. O. Reg. 6/72, s. 7, *part*.

### Schedule 98

1. The Sixth Small Claims Court of the United Counties of Stormont, Dundas and Glengarry.

2. Those parts of the United Counties of Stormont, Dundas and Glengarry described as follows:

i. The villages of,

(*a*) Iroquois;

(*b*) Morrisburg.

ii. The townships of,

(*a*) Matilda;

(*b*) Williamsburg.

3. The Village of Iroquois. O. Reg. 415/76, s. 1 (2).

### Schedule 99

1. The Tenth Small Claims Court of the United Counties of Stormont, Dundas and Glengarry.

2. Those parts of the United Counties of Stormont, Dundas and Glengarry described as follows:

i. The villages of,

(*a*) Chesterville;

(*b*) Winchester.

ii. The townships of,

(*a*) Mountain;

(*b*) Winchester.

3. The Village of Winchester. R.R.O. 1970, Reg. 800, Sched. 161.

## SUDBURY

### Schedule 100

1. The First Small Claims Court of the District of Sudbury.

2. The Territorial District of Sudbury except those parts described in Schedules 101 and 102.

3. The City of Sudbury. O. Reg. 206/73, s. 7, *part, revised*.

### Schedule 101

1. The Third Small Claims Court of the District of Sudbury.

2. That part of the Territorial District of Sudbury described as follows: Beginning at the southwesterly angle of the geographic Township of Harrow; thence northerly, westerly, northerly, easterly and northerly along the boundary between the territorial districts of Algoma and Sudbury to the northwesterly angle of the geographic Township of Weeks; thence easterly along the northerly boundary of the geographic townships of Weeks, Bigelow, Vernon, Totten and Trill to the northeasterly angle of the geographic Township of Trill; thence southerly along the easterly boundary of the geographic townships of Trill, Drury, Lorne, Truman and Roosevelt to the southerly boundary of the district; thence westerly along that boundary to the place of beginning.

3. The Town of Espanola. R.R.O. 1970, Reg. 800, Sched. 163.

### Schedule 102

1. The Fifth Small Claims Court of the District of Sudbury.

2. That part of the Territorial District of Sudbury described as follows: Beginning at the northwesterly angle of the geographic Township of Rennie; thence southerly, easterly and southerly along the boundary between the territorial districts of Algoma and Sudbury to the southwesterly angle of the geographic Township of Schembri; thence easterly along the boundary between the territorial districts of Algoma and Sudbury to the southeasterly angle of the geographic Township of Edighoffer; thence northerly along the easterly boundary of the geographic townships of Edighoffer, Burr, Shipley, Singapore, Blamey, Cunningham, Swayze, Rollo, Biggs, Pinogami, Carty and Lemoine to the northeasterly angle of the geographic Township of Lemoine; thence westerly along the northerly boundary of the geographic Township of Lemoine to the easterly boundary of the geographic Township of Sherlock; thence northerly along the last-mentioned boundary to the northerly boundary of the District of Sudbury; thence westerly along the boundary between the territorial districts of Sudbury and Algoma to the place of beginning.

3. Chapleau P.O. R.R.O. 1970, Reg. 800, Sched. 165.

## THUNDER BAY

### Schedule 103

1. The Second Small Claims Court of the District of Thunder Bay.

2. That part of the Territorial District of Thunder Bay described as follows: Beginning at the intersection of the meridian of longitude 88 degrees with the production easterly of the northerly boundary of the geographic Township of Ledger; thence south along that meridian to the boundary between the Dominion of Canada and the United States of America; thence northwesterly and southwesterly along that boundary to the meridian of longitude 88 degrees 30 minutes; thence north along that meridian to the northerly shore of Black Bay of Lake Superior; thence easterly and northerly following along that shore to the northerly boundary of the geographic Township of Dorion; thence westerly along that boundary to the westerly boundary of the geographic Township of Glen; thence northerly along the westerly boundary of the geographic townships of Glen, McMaster, Cockeram, Adamson, Graydon and Innes to the southerly shore of Lake Nipigon; thence in a general easterly and northerly direction following along the shore of Lake Nipigon to the easterly bank of the Nipigon River; thence in a general southerly direction following along the easterly bank of the Nipigon River to the northerly boundary of the geographic Township of Purdom; thence easterly along the northerly boundary of the geographic townships of Purdom and Ledger and along the production easterly of the northerly boundary of the geographic Township of Ledger to the place of beginning.

3. Nipigon P.O. R.R.O. 1970, Reg. 800, Sched. 167.

### Schedule 104

1. The Third Small Claims Court of the District of Thunder Bay.

2. Those parts of the Territorial District of Thunder Bay described as follows:

i. The City of Thunder Bay.

ii. Beginning at the intersection of the parallel of latitude 49 degrees 30 minutes with the meridian of longitude 89 degrees 30 minutes; thence south along the meridian to the northerly boundary of the Geographic Township of Fowler; thence westerly along the northerly boundary of the Township to the westerly boundary of the Township; thence in a general southerly direction along the westerly boundary of the geographic townships of Fowler, Ware and Oliver to the southerly boundary of the Geographic Township of Oliver; thence easterly along the southerly boundary of the geographic townships of Oliver and McIntyre to the shore of Thunder Bay of Lake Superior; thence east astronomically to the 89th meridian of longitude; thence southerly along that meridian to the boundary between the Dominion of Canada and the United States of America; thence northeasterly along that boundary to the meridian of longitude 88 degrees 30 minutes; thence north along that meridian to the northerly shore of Black Bay of Lake Superior; thence easterly and northerly following along that shore to the northerly boundary of the Geographic Township of Dorion; thence westerly along that bound-

ary to the westerly boundary of the Geographic Township of Glen; thence northerly along the westerly boundaries of the geographic townships of Glen, McMaster, Cockeram, Adamson, Graydon and Innes to the southerly shore of Lake Nipigon; thence westerly and northerly along the shore of Lake Nipigon to the parallel of latitude 49 degrees 30 minutes; thence west along that parallel to the place of beginning.

iii. Beginning at the intersection of the parallel of latitude 49 degrees 30 minutes with the meridian of longitude 89 degrees 30 minutes; thence south along the meridian to the northerly boundary of the Geographic Township of Fowler; thence westerly along the northerly boundary of the Township to the westerly boundary of the Township; thence in a general southerly direction along the westerly boundary of the geographic townships of Fowler, Ware and Oliver to the southerly boundary of the Geographic Township of Oliver; thence easterly along the southerly boundary of the geographic townships of Oliver and McIntyre to the shore of Thunder Bay of Lake Superior; thence east astronomically to the meridian of longitude 89 degrees; thence south along that meridian to the boundary between the Dominion of Canada and the United States of America; thence southwesterly and westerly following along the last-mentioned boundary to the westerly boundary of the District; thence northerly along that boundary to the parallel of latitude 49 degrees 30 minutes; thence east along that parallel to the place of beginning.

3. The City of Thunder Bay. O. Reg. 876/74, s. 2.

### Schedule 105

1. The Fourth Small Claims Court of the District of Thunder Bay.

2. That part of the Territorial District of Thunder Bay described as follows: Beginning at the intersection of the parallel of latitude 49 degrees 30 minutes with the meridian of longitude 88 degrees; thence south along the meridian to the boundary between the Dominion of Canada and the United States of America; thence southeasterly along that boundary to the meridian of longitude 86 degrees 30 minutes; thence northerly along the meridian to its intersection with the parallel of latitude 49 degrees 30 minutes; thence west along that parallel to the place of beginning.

3. Schreiber P.O. R.R.O. 1970, Reg. 800, Sched. 169.

### Schedule 106

1. The Fifth Small Claims Court of the District of Thunder Bay.

2. Those parts of the Territorial District of Thunder Bay described as follows:

i. The Town of Geraldton.

ii. The Territorial District of Thunder Bay; except those parts described in Schedules 103, 104, 105, 107 and 108.

3. The Town of Geraldton. R.R.O. 1970, Reg. 800, Sched. 170; O. Reg. 876/74, s. 3.

### Schedule 107

1. The Sixth Small Claims Court of the District of Thunder Bay.

2. That part of the Territorial District of Thunder Bay described as follows: Beginning at the intersection of the parallel of latitude 49 degrees 30 minutes with the meridian of longitude 86 degrees 30 minutes; thence south along the meridian to the boundary between the Dominion of Canada and the United States of America; thence southeasterly along that boundary to the easterly boundary of the District; thence northerly along the easterly boundary of the District to the parallel of latitude 49 degrees 30 minutes; thence west along that parallel to the place of beginning.

3. The Township of Marathon. R.R.O. 1970, Reg. 800, Sched. 171.

### Schedule 108

1. The Seventh Small Claims Court of the District of Thunder Bay.

2. That part of the Territorial District of Thunder Bay described as follows: Beginning at the intersection of the parallel of latitude 49 degrees 30 minutes with the meridian of longitude 87 degrees 30 minutes; thence north along that meridian to the southerly boundary of the geographic Township of Leduc; thence easterly along that boundary to the easterly boundary of the geographic Township of Leduc; thence northerly along the easterly boundary of the geographic townships of Leduc and Ricaby to the northerly boundary of the geographic Township of Ricaby; thence westerly along that boundary to the meridian of longitude 87 degrees 30 minutes; thence north along that meridian to its intersection with the parallel of latitude 50 degrees; thence west along that parallel to the easterly shore of Lake Nipigon; thence in a general southerly direction following along the easterly shore of Lake Nipigon to the easterly bank of the Nipigon River; thence in a general southerly direction following along

the easterly bank of the Nipigon River to the northerly boundary of the geographic Township of Purdom; thence easterly along the northerly boundary of the geographic townships of Purdom and Ledger and along the production easterly of the northerly boundary of the geographic Township of Ledger to the intersection of the production with the meridian of longitude 88 degrees; thence north along that meridian to its intersection with the parallel of latitude 49 degrees 30 minutes; thence east along that parallel to the place of beginning.

3. The Township of Beardmore. R.R.O. 1970, Reg. 800, Sched. 172.

## TIMISKAMING

### Schedule 109

1. The First Small Claims Court of the District of Timiskaming.

2. Those parts of the Territorial District of Timiskaming described as follows:

i. The towns of,

(*a*) Cobalt;

(*b*) Haileybury;

(*c*) Latchford;

(*d*) New Liskeard.

ii. The geographic townships of,

i. Auld;

ii. Barr;

iii. Brethour;

iv. Brigstocke;

v. Bucke;

vi. Cane;

vii. Casey;

viii. Cole;

ix. Coleman;

x. Dane;

xi. Dymond;

xii. Firstbrooke;

xiii. Gillies Limit;

xiv. Harley;

xv. Harris;

xvi. Henwood;

xvii. Hillard;

xviii. Hudson;

xix. Kerns;

xx. Kittson;

xxi. Klock;

xxii. Leo;

xxiii. Lorrain;

xxiv. Lundy;

xxv. Medina;

xxvi. South Lorrain;

xxvii. van Nostrand.

3. The Town of Haileybury. R.R.O. 1970, Reg. 800, Sched. 173.

### Schedule 110

1. The Third Small Claims Court of the District of Timiskaming.

2. That part of the Territorial District of Timiskaming described as follows: Beginning at the northeasterly angle of the geographic Township of Brethour; thence westerly along the northerly boundary of the geographic townships of Brethour and Hilliard to the northwesterly angle of the geographic Township of Hilliard; thence southerly along the westerly boundary of the last-mentioned Township to the northerly boundary of the geographic Township of Kerns; thence westerly along the northerly boundaries of the geographic townships of Kerns, Henwood and Cane to the northwesterly angle of the geographic Township of Cane; thence southerly along the westerly boundary of the geographic townships of Cane and Auld to the northerly boundary of the geographic Township of van Nostrand; thence westerly along the northerly boundary of that Township to the northwesterly angle of the Township; thence southerly along the westerly boundary of the geographic townships of van Nostrand and Leo to the southerly boundary of the District; thence westerly, northerly, westerly and northerly along the boundary between the territorial districts of Timiskaming and Sudbury to the northerly boundary of the Territorial District of Timiskaming; thence easterly along the last-mentioned boundary to the northwesterly angle of the geographic Township of McEvay; thence south-

erly along the westerly boundary of the geographic townships of McEvay, Nordica and Sheba to the southwesterly angle of the geographic Township of Sheba; thence easterly along the southerly boundary of the geographic townships of Sheba and Dunmore to the northwesterly angle of the geographic Township of Burt; thence southerly along the westerly boundary of the geographic Township of Burt to the southwesterly angle thereof; thence easterly along the southerly boundary of the geographic townships of Burt, Eby, Otto, Boston, McElroy, Hearst and McFadden to the interprovincial boundary between Ontario and Quebec; thence southerly along that boundary to the place of beginning.

3. The Town of Englehart. R.R.O. 1970, Reg. 800, Sched. 174.

### Schedule 111

1. The Fourth Small Claims Court of the District of Timiskaming.

2. Those parts of the Territorial Districts of Cochrane and Timiskaming described as follows:

i. The Town of Kirkland Lake.

ii. The geographic townships of,

i. Arnold;

ii. Ben Nevis;

iii. Benoit;

iv. Bernhardt;

v. Black;

vi. Bisley;

vii. Bompas;

viii. Boston;

ix. Burt;

x. Clifford;

xi. Dunmore;

xii. Gauthier;

xiii. Grenfell;

xiv. Hearst;

xv. Katrine;

xvi. Lebel;

xvii. Lee;

xviii. Maisonville;

xix. McElroy;

xx. McEvay;

xxi. McFadden;

xxii. McGarry;

xxiii. McVittie;

xxiv. Melba;

xxv. Morrisette;

xxvi. Nordica;

xxvii. Ossian;

xxviii. Otto;

xxix. Pontiac;

xxx. Sheba;

xxxi. Teck;

xxxii. Terry;

xxxiii. Tolstoi.

3. The Town of Kirkland Lake. O. Reg. 206/73, s. 8, *part*.

## VICTORIA

### Schedule 112

1. The Fifth Small Claims Court of the County of Victoria.

2. The County of Victoria and part of the Township of Galway and Cavendish in the County of Peterborough, being the geographic Township of Galway as it existed on the 7th day of March, 1910.

3. The Town of Lindsay. O. Reg. 813/73, s. 7, *part*.

## WATERLOO

### Schedule 113

1. The First Small Claims Court of the Judicial District of Waterloo.

2. Those parts of The Regional Municipality of Waterloo described as follows:

i. The cities of,

(*a*) Kitchener;

(*b*) Waterloo.

ii. The townships of,

(*a*) Wellesley;

(*b*) Wilmot;

(*c*) Woolwich.

3. The City of Kitchener. O. Reg. 40/73, s. 2, *part, revised.*

Schedule 114

1. The Third Small Claims Court of the Judicial District of Waterloo.

2. Those parts of The Regional Municipality of Waterloo described as follows:

i. The City of Cambridge.

ii. The Township of North Dumfries.

3. The City of Cambridge. O. Reg. 40/73, s. 2, *part.*

WELLINGTON

Schedule 115

1. The First Small Claims Court of the County of Wellington.

2. Those parts of the County of Wellington described as follows:

i. The City of Guelph.

ii. The townships of,

(*a*) Eramosa;

(*b*) Guelph;

(*c*) Puslinch;

(*d*) Erin.

iii. The Village of Erin.

3. The City of Guelph. R.R.O. 1970, Reg. 800, Sched. 181.

Schedule 116

1. The Fourth Small Claims Court of the County of Wellington.

2. Those parts of the County of Wellington described as follows:

i. The villages of,

(*a*) Elora;

(*b*) Fergus.

ii. The townships of,

(*a*) Nichol;

(*b*) Pilkington;

(*c*) West Garafraxa.

3. The Village of Fergus. R.R.O. 1970, Reg. 800, Sched. 182.

Schedule 117

1. The Eighth Small Claims Court of the County of Wellington.

2. Those parts of the County of Wellington described as follows:

i. The Village of Arthur.

ii. That part of the Township of Arthur described as follows: Beginning at the southwesterly angle of the Township; thence northerly along the westerly boundary of the Township to the production westerly of the southerly limit of Lot 14; thence easterly along the production and the southerly limit of Lot 14 across concessions 12 to 8, both inclusive, to the southwesterly boundary of the Concession West of the Owen Sound Road; thence southeasterly along that boundary to the line between lots 15 and 16 in that Concession; thence northeasterly along that line across Concession West and Concession East of the Owen Sound Road to the northeasterly boundary of Concession East of the Owen Sound Road; thence southeasterly along the last-mentioned boundary to the southerly boundary of Lot 15 in Concession 5; thence easterly along the southerly boundary of Lot 15 across concessions 5 to 1, both inclusive, and its production easterly to the easterly boundary of the Township; thence southerly along the easterly boundary of the Township to the northerly boundary of the Village of Arthur; thence westerly and southwesterly along the boundary between the Village and the Township of Arthur to the southerly boundary of the Township; thence westerly along the last-mentioned boundary to the place of beginning.

iii. That part of the Township of West Luther described as follows: Beginning at the southeasterly angle of the Township; thence northerly along the easterly boundary of the Township to the production easterly of the southerly boundary of Concession 8; thence westerly along the production and the southerly boundary

of Concession 8 and its production westerly to the westerly boundary of the Township; thence southerly along that boundary to the northerly boundary of the Village of Arthur; thence easterly and southerly along the boundary between the Village and the Township of West Luther to the southerly boundary of the Township; thence easterly along the last-mentioned boundary to the place of beginning.

3. The Village of Arthur. R.R.O. 1970, Reg. 800, Sched. 183.

### Schedule 118

1. The Eleventh Small Claims Court of the County of Wellington.

2. Those parts of the County of Wellington described as follows:

i. The towns of,

(*a*) Harriston;

(*b*) Palmerston;

(*c*) Mount Forest.

ii. The villages of,

(*a*) Clifford;

(*b*) Drayton.

iii. The townships of,

(*a*) Maryborough;

(*b*) Minto;

(*c*) Peel.

iv. That part of the Township of Arthur described as follows: Beginning at the northwesterly angle of the Township; thence southerly along the westerly boundary of the Township to the production westerly of the southerly limit of Lot 14; thence easterly along the production and the southerly limit of Lot 14 across concessions 12 to 8, both inclusive, to the southwesterly boundary of the Concession West of the Owen Sound Road; thence southeasterly along that boundary to the line between lots 15 and 16 in that Concession; thence northeasterly along that line across Concession West and Concession East of the Owen Sound Road to the northeasterly boundary of Concession East of the Owen Sound Road; thence southeasterly along the last-mentioned boundary to the southerly boundary of Lot 15 in Concession 5; thence easterly along the southerly boundary of Lot 15 across concessions 5 to 1, both inclusive, and its production easterly to the easterly boundary of the Township; thence northerly along that boundary to the northerly boundary of the Township; thence westerly along that boundary to the easterly boundary of the Town of Mount Forest; thence southerly, westerly, southerly, westerly, northerly, westerly and northerly following along the boundary between the Town and the Township of Arthur to the northerly boundary of the Township; thence westerly along the last-mentioned boundary to the place of beginning.

v. That part of the Township of West Luther described as follows: Beginning at the northeasterly angle of the Township; thence southerly along the easterly boundary of the Township to the production easterly of the southerly boundary of Concession 8; thence westerly along the production and the southerly boundary of Concession 8 and its production westerly to the westerly boundary of the Township; thence northerly along that boundary to the northerly boundary of the Township; thence easterly along the last-mentioned boundary to the place of beginning.

3. The Town of Mount Forest. O. Reg. 126/76, s. 1, *part*.

## YORK
## (METROPOLITAN TORONTO)

### Schedule 119

1. The First Small Claims Court of the Judicial District of York (Metropolitan Toronto).

2. Those parts of The Municipality of Metropolitan Toronto lying outside the parts described in paragraph 2 of Schedule 120, paragraph 2 of Schedule 121 and paragraph 2 of Schedule 122.

3. The Municipality of Metropolitan Toronto. O. Reg. 416/80, s. 1.

### Schedule 120

1. The Eighth Small Claims Court of the Judicial District of York (Metropolitan Toronto).

2. Those parts of The Municipality of Metropolitan Toronto described as follows:

i. The Borough of Etobicoke.

ii. That part of the City of North York lying west of the easterly limit of Keele Street.

iii. That part of the Borough of York lying west of a line described as follows:

Beginning at the point where the northerly boundary of the said Borough intersects the easterly limit of Keele Street; then southerly along that easterly limit and its extension to its intersection with the southerly limit of Eglinton Avenue West; then westerly along that southerly limit to its intersection with the easterly limit of Keele Street; then southerly along that easterly limit to the easterly limit of the unopened road allowance of Keele Street; then southerly along that easterly limit to its intersection with the northerly boundary of the City of Toronto.

iv. That part of the City of Toronto lying west of a line described as follows:

Beginning at the point where the northerly boundary of the City of Toronto intersects the easterly limit of the unopened road allowance of Keele Street; then southerly along that easterly limit to its intersection with the easterly limit of Keele Street; then southerly along the easterly limit and its extension to its intersection with the easterly limit of Parkside Drive; then southerly along that easterly limit and its extension into Lake Ontario.

3. The Municipality of Metropolitan Toronto.

O. Reg. 416/80, s. 2, *part*.

Schedule 121

1. The Ninth Small Claims Court of the Judicial District of York (Metropolitan Toronto).

2. Those parts of The Municipality of Metropolitan Toronto described as follows:

i. The Borough of Scarborough.

ii. The road allowance of Victoria Park Avenue in the City of North York between the northerly boundary of Metropolitan Toronto and the northerly limit of Eglinton Avenue East.

iii. That part of the Borough of North York lying east of the west bank of the east branch of the Don River and south of the northerly limit of Eglinton Avenue East.

iv. That part of the Borough of East York lying east of a line described as follows:

Beginning at the point where the northerly boundary of the said Borough intersects the west bank of the east branch of the Don River; then southerly along that west bank and its extension across the mouth of the west branch of the Don River to the west bank of the Don River; then southerly along that west bank to its intersection with the southerly boundary of the said Borough.

v. That part of the City of Toronto lying east of a line described as follows:

Beginning at the point where the northerly boundary of the City of Toronto intersects the west bank of the Don River; then southerly along that west bank to its intersection with the southerly limit of Lakeshore Boulevard; then easterly along that southerly limit to its intersection with the westerly limit of Don Roadway South; thence southerly along that westerly limit and its extension into Lake Ontario.

3. The Municipality of Metropolitan Toronto.

O. Reg. 416/80, s. 2, *part*.

Schedule 122

1. The Twelfth Small Claims Court of the Judicial District of York (Metropolitan Toronto).

2. That part of The Municipality of Metropolitan Toronto being part of the City of North York, the City of Toronto, the Borough of East York and the Borough of York described as follows:

Beginning at the point where the northerly limit of Eglinton Avenue East intersects the westerly limit of Victoria Park; then northerly along that westerly limit to the northerly boundary of the Municipality of Metropolitan Toronto; then westerly along that northerly boundary to its intersection with the easterly limit of Keele Street; then southerly along that easterly limit and its extension to the southerly limit of Eglinton Avenue West; then easterly along the southerly limit of Eglinton Avenue West and Eglinton Avenue East to its intersection with the west bank of the east branch of the Don River; then northerly along that west bank to its intersection with the northerly limit of Eglinton Avenue East; then easterly along that northerly limit to the place of beginning.

3. The Municipality of Metropolitan Toronto.

O. Reg. 416/80, s. 2, *part*.

YORK REGION

Schedule 123

1. The First Small Claims Court of the Judicial District of York Region.

2. Those parts of The Regional Municipality of York described as follows:

i. The towns of,

(*a*) Aurora;

(*b*) Newmarket.

ii. The townships of,

(*a*) East Gwillimbury;

(*b*) King.

iii. That part of the Town of Richmond Hill described as follows: Beginning at the intersection of the production westerly of the southerly boundary of Lot 61 in Concession 1 in that part of the Town formerly in the Township of Vaughan and the westerly boundary of the Town; thence northerly along that boundary to the northerly boundary of the Town; thence easterly along that boundary to the westerly boundary of the King's Highway Number 11; thence southerly along that boundary to the southerly boundary of the said Lot 61; thence westerly along that boundary to the place of beginning.

iv. That part of the Town of Whitchurch-Stouffville described as follows: Beginning at the intersection of the northerly boundary of Lot 10 in Concession 3 and the westerly boundary of the Town; thence northerly along the westerly boundary of the Town to the northerly boundary of the Town; thence easterly along that boundary to the easterly boundary of the Town; thence southerly along that boundary to the northerly boundary of Lot 10 in Concession 9; thence westerly along the northerly boundary of Lot 10 in concessions 9 to 3, both inclusive, to the place of beginning.

3. The Town of Newmarket. O. Reg. 67/71, s. 3, *part*; O. Reg. 489/80, s. 2.

## Schedule 124

1. The Second Small Claims Court of the Judicial District of York Region.

2. That part of the Regional Municipality of York being the Township of Georgina.

3. Sutton West P.O. O. Reg. 67/71, s. 3, *part*; O. Reg. 489/80, s. 1.

## Schedule 125

1. The Third Small Claims Court of the Judicial District of York Region.

2. Those parts of The Regional Municipality of York described as follows:

i. The towns of,

(*a*) Markham;

(*b*) Vaughan.

ii. The Town of Richmond Hill except that part described in subparagraph iii of paragraph 2 of Schedule 123.

iii. That part of the Town of Whitchurch-Stouffville described as follows: Beginning at the southwesterly angle of the Town of Whitchurch-Stouffville; thence northerly along the westerly boundary of the Town to the northerly boundary of Lot 10 in Concession 3; thence easterly along the northerly boundary of Lot 10 in concessions 3, 4 and 5 to the easterly boundary of Concession 5; thence southerly along that boundary to the southerly boundary of the Town; thence westerly along that boundary to the point of beginning.

3. The Town of Richmond Hill. O. Reg. 453/73, s. 4; O. Reg. 489/80, s. 1.

# REGULATION 917

under the Small Claims Courts Act

## RULES OF PROCEDURE

### GENERAL

**1.** A judge may upon the application of a party to an action or matter pending in court and upon being satisfied that any property seized is of a perishable nature or that charges for food or keeping may be necessary, or for other good cause, make an order for the sale of the property or of any part thereof. R.R.O. 1970, Reg. 801, r. 1.

**2.** The plaintiff, at the time of entering his claim for suit, and the defendant or other party, at the time of giving notice of set-off, counterclaim or other defence, shall give the clerk his address or that of his solicitor or agent, and the delivery of any notice to the plaintiff, defendant or other party, his solicitor or agent or the mailing thereof by the clerk to such address is sufficient service. R.R.O. 1970, Reg. 801, r. 2.

### SUMMONS AND CLAIM

**3.** Where a claim is for an amount in excess of that authorized by the Act, the judge may permit abandonment of the excess at any time before judgment upon such terms as he deems proper. R.R.O. 1970, Reg. 801, r. 3.

**4.** A summons issued under section 67 of the Act shall be endorsed "Issued by leave of the judge". R.R.O. 1970, Reg. 801, r. 4.

**5.** A summons shall continue in force for a period of twelve months from the date of its issue but, where a defendant has not been served, a judge may renew it for a period of twelve months, prior to the expiration of the twelve months period or of the last renewal. R.R.O. 1970, Reg. 801, r. 5.

**6.** Where a summons has been renewed under rule 5, the clerk shall, upon delivery to him of the judge's order, endorse upon the summons "renewed by order of the judge for twelve months from the .....day of.....". R.R.O. 1970, Reg. 801, r. 6.

### INTERPLEADER

**7.**—(1) Where it is alleged that there is an encumbrance or lien, or when a claim is made in respect of any property that has been seized, the bailiff shall forthwith give notice thereof to the party who issues the execution.

(2) If the party so notified requires the seizure to be maintained, he shall within five days after such notice to him pay to the clerk a sum of money sufficient to secure to the clerk and bailiff their costs of an interpleader and an interpleader summons shall be issued.

(3) If the party so notified does not pay such sum, the bailiff may abandon the seizure and the party shall pay to the bailiff his costs of the seizure and any damages that the bailiff is subsequently directed to pay as a result of the seizure. R.R.O. 1970, Reg. 801, r. 7.

**8.** Where property is seized or attached while in the possession of the claimant, the case shall proceed with the attaching creditor as plaintiff and the claimant as defendant, and in all other cases it shall proceed with the claimant as plaintiff and the execution creditor or attaching creditor as defendant. R.R.O. 1970, Reg. 801, r. 8.

**9.** The claimant shall, within five days after the day of service of the summons upon him, deliver to the bailiff or leave at the office of the clerk of the court particulars of the property claimed by him and the grounds and particulars of his claim or, in case of a claim for rent, the amount and particulars thereof, but by consent of all parties, or without such consent if the judge so directs, an interpleader claim may be tried, although these rules may not have been complied with. R.R.O. 1970, Reg. 801, r. 9.

**10.** Where the claimant has not complied with the rule in respect of delivering particulars of his claim, the judge may, upon such terms as he directs, allow him to deliver the same. R.R.O. 1970, Reg. 801, r. 10.

**11.**—(1) A claimant may deposit with the bailiff an amount equal to the value of the property seized or attached or to the amount for which the seizure or attachment has been made, whichever is the lesser sum, to be paid by the bailiff into court to abide the decision of the judge upon the claim, and thereupon the bailiff shall redeliver the property to the claimant.

(2) Where there is disagreement as to the value of the property seized or attached, the matter shall be decided by the clerk, subject to an appeal to the judge. R.R.O. 1970, Reg. 801, r. 11.

**12.** On dismissal of a claim to any property taken in execution or attached, the costs of the bailiff shall be allowed to him, unless the judge otherwise orders, and payment thereof may be enforced in the same manner as a judgment of the court. R.R.O. 1970, Reg. 801, r. 12.

REPLEVIN

**13.** Where a person claims to be entitled to possession of personal property in the possession of another, he may, subject to section 55 of the Act, enter a claim in replevin and cause a summons in replevin to be issued. R.R.O. 1970, Reg. 801, r. 13.

**14.** The claim in replevin shall specify and describe in detail the property claimed, the value thereof, the facts upon which the claim is based, and the damages, if any, claimed and the particulars thereof. R.R.O. 1970, Reg. 801, r. 14.

**15.** At the time of entering the claim in replevin, there shall be filed with the clerk of the court, an affidavit of the person claiming the property or his solicitor or agent, deposing,

(*a*) that the facts set out in the particulars of claim are true; and

(*b*) that the deponent knows of no reason why the summons should not issue. R.R.O. 1970, Reg. 801, r. 15.

**16.**—(1) The bailiff shall, before acting on the summons, obtain from the plaintiff a bond with two or more sureties satisfactory to the bailiff or to the judge in double the value of the property to be replevied as stated in the summons, and the bond shall be assignable to the defendant.

(2) Instead of furnishing a bond, the plaintiff may pay into court to the credit of the action an amount equal to double the value of the property to be replevied and such payment is in lieu of the bond and is subject to the same terms, conditions and disposition as a bond. R.R.O. 1970, Reg. 801, r. 16.

**17.**—(1) In accordance with the summons in replevin, the bailiff shall take and detain the property until otherwise directed by the judge or the judgment in the action.

(2) Where the property to be replevied or any part thereof,

(*a*) is secured or concealed in any dwelling house or other building or enclosure of the defendant or of any other person holding it for him; and

(*b*) is not delivered to the bailiff within six hours after demand,

the bailiff may and if necessary shall, but during daylight only, break open the house, building or enclosure for the purpose of replevying the property or any part thereof and shall make replevin according to the summons. R.R.O. 1970, Reg. 801, r. 17.

**18.** The copy of the summons shall not be served upon the defendant until the bailiff has replevied the property, or some part of it if he cannot replevy the whole. R.R.O. 1970, Reg. 801, r. 18.

**19.**—(1) The bailiff shall, with the return of the summons, file with the clerk,

(*a*) the bond filed by the plaintiff; and

(*b*) a list of the property replevied.

(2) Where the bailiff replevies only a part of the property specified and described in the summons and is unable to replevy the balance, he shall state in his return the part of the property that he was unable to replevy and the reasons therefor. R.R.O. 1970, Reg. 801, r. 19.

**20.** Where a summons in replevin is issued, the defendant may at any time prior to judgment, on two days notice to the plaintiff, apply to the judge on affidavit to discharge or vary the summons or to stay proceedings thereunder or for any other relief specified in the notice, and the judge may make such order as to him seems meet. R.R.O. 1970, Reg. 801, r. 20.

**21.** Where the defendant has been duly served with a copy of the claim and summons in replevin, then, unless he has left a notice in writing that he intends to dispute the claim with the clerk within the time prescribed in the summons, the plaintiff may proceed with the action in the same manner as if the defendant had appeared and had admitted the plaintiff's right to the possession of the property, and final judgment may be entered by the clerk and the property shall then be delivered by the bailiff to the plaintiff and the plaintiff may proceed at the next sittings of the court as if the defendant had appeared and had admitted the plaintiff's right to the possession of the property. R.R.O. 1970, Reg. 801, r. 21.

**22.** Where the defendant succeeds, the judgment shall be for the return of the goods to him with such costs and damages as are awarded. R.R.O. 1970, Reg. 801, r. 22.

COUNTERCLAIM

**23.** Where the action of the plaintiff is stayed, discontinued or dismissed, or where he does not appear, a counterclaim or set-off may nevertheless be proceeded with. R.R.O. 1970, Reg. 801, r. 23.

**24.** Where a counterclaim has been filed, a notice of dispute may be filed as to a claim, but if the defendant to the couterclaim fails to file a notice of dispute, no final judgment on the couterclaim shall be signed by the clerk. R.R.O. 1970, Reg. 801, r. 24.

NOTICE OF TRIAL

**25.**—(1) The clerk is responsible for furnishing the parties to the action with written notice of the time, place and date of trial.

(2) Written notice of the time, place and date of trial may be furnished to any of the parties,

(*a*) by handing the notice to the party or other person attending on his behalf at the clerk's office;

(*b*) by sending the notice by prepaid post to the party at the address furnished to the court as his address or appearing as his address upon any claim, notice of dispute or counterclaim filed by him; or

(*c*) where such an address does not appear upon the claim, notice of dispute or counterclaim, as referred to in clause *b*,

(i) by delivering the notice to the party personally, or

(ii) by sending the notice by prepaid post to the party at an address at which the clerk is satisfied the notice will reach the party, and so certified in writing upon a duplicate thereof which shall be filed with the papers in the action.

(3) The clerk shall keep a record in the procedure book of the giving of written notice of trial and the mode of giving the notice and other particulars of it. R.R.O. 1970, Reg. 801, r. 25.

**26.** Where, upon an appeal, a new trial is ordered, the clerk shall, upon receipt of a copy of the order of the appellate court, place the case on the list for trial in accordance with rule 27 and furnish notice to the parties in accordance with rule 25. R.R.O. 1970, Reg. 801, r. 26.

TRIAL LIST

**27.** Except in the case of an action in which final judgment may be signed by the clerk under section 89 of the Act, an action shall be place on the list for trial for the first sittings of the court for which notice of trial may be given by the clerk and shall be there dealt with by the trial judge. R.R.O. 1970, Reg. 801, r. 27.

REVIVING JUDGMENT

**28.** No proceedings shall be taken to enforce payment of a judgment after ten years from the date thereof, except where, upon notice to the judgment debtor or his personal representative and upon affidavit evidence, the judge has made an order permitting further proceedings to be taken. R.R.O. 1970, Reg. 801, r. 28.

JUDGMENT SUMMONS

**29.**—(1) A judgment debtor residing more than three miles from the place of examination shall, at the time and place of service of the judgment summons, be paid or tendered the sum of $1.50 and, where he resides more than ten miles from the place of examination, a further sum of 10 cents for each mile in excess of ten.

(2) Amounts paid under this rule are costs in the cause unless otherwise ordered by the judge. R.R.O. 1970, Reg. 801, r. 29.

WARRANT OF COMMITMENT

**30.**—(1) A warrant of commitment shall bear the date of the day on which the order for commitment is made and shall continue in force for six months from such date and no longer unless renewed by an order of the judge prior to the expiration of the warrant, made upon affidavit, showing the cause of non-execution and such renewal may be for a period not exceeding six months.

(2) Renewal of a warrant of commitment shall be made by the clerk on the margin of the warrant by endorsing thereon:

"Renewed by Judge's order for....months

from the.....day of.....

"X.Y., Clerk"

(NOTE)—This form is to be printed on the warrant.

R.R.O. 1970, Reg. 801, r. 30.

MINORS

**31.** No proceeding shall be taken by a minor in an action, other than an action referred to in section 60 of the Act, until he has filed with the clerk of the court a written authority signed by a next friend authorizing the action to proceed in the name of the minor by the next friend. R.R.O. 1970, Reg. 801, r. 31.

ORDER FOR DETENTION; PRESERVATION; INSPECTION

**32.** The judge may, upon application of any party to an action or matter and upon such terms as he deems proper, make an order for the detention, preservation, inspection or measuring of any property that is the subject of the action or matter, or as to which any question may arise, and for all or any of those purposes may authorize any person to enter upon or into any land or building in the possession of any party to the action or matter, and may authorize such samples to be taken or observations, plans or models to be made or experiment to be tried, as are necessary or expedient for the purpose of obtaining full information or evidence. R.R.O. 1970, Reg. 801, r. 33.

INSPECTION OF DOCUMENTS

**33.** The judge may, upon application of any party to an action or matter, upon notice, and upon such

terms as he considers proper, make an order for the production and inspection of any books, writings, instruments or documents, relating to or affecting the question in issue and in the possession, power, custody or control of any other party to the action or matter, at such time and place as he appoints and in default of such production for inspection as so directed the judge may in his discretion exclude such books, writings, instruments or documents from being given in evidence in such action or matter. R.R.O. 1970, Reg. 801, r. 34.

AFFIDAVITS AND OATHS

**34.** Every affidavit shall be divided into numbered paragraphs and shall state concisely such matters and facts as are necessary to truly inform the court. R.R.O. 1970, Reg. 801, r. 35.

**35.** Every affidavit shall be drawn in the first person stating the name of the deponent at the commencement in full, his description and his true place of abode, and shall be signed by him, and in any proceeding in the court an affidavit shall be entitled in the court and cause, if a cause has been commenced, stating the names in full of the parties as in the summons. R.R.O. 1970, Reg. 801, r. 36.

**36.** In an affidavit made by more than one deponent, the names of the several deponents shall be inserted in the jurat, unless all the deponents are sworn at one time by the same officer. R.R.O. 1970, Reg. 801, r. 37.

**37.** Affidavits shall be confined to a statement of facts within the knowledge of the deponent but, on interlocutory motions, statements as to his belief with the grounds thereof may be admitted. R.R.O. 1970, Reg. 801, r. 38.

**38.** An affidavit sworn by a person who appears to be illiterate or blind shall not be used without leave unless the officer taking the affidavit certifies in the jurat that the affidavit was read in his presence to the deponent who seemed perfectly to understand it and signed it in his presence. R.R.O. 1970, Reg. 801, r. 39.

**39.** An affidavit having in the jurat or body thereof any interlineation, alteration or erasure shall not be used without leave, unless the interlineation, alteration or erasure is authenticated by the initials of the officer taking the affidavit. R.R.O. 1970, Reg. 801, r. 40.

SECURITY FOR BAILIFF'S FEES

**40.** Where an attachment has issued against an absconding debtor or an execution has issued against the property of a judgment debtor, and a plaintiff or defendant, judgment creditor or other person interested in the claim, judgment or execution, insists upon the bailiff making an attempt to find property, he shall deposit with the clerk the amount of bailiff's fees and mileage. R.R.O. 1970, Reg. 801, r. 42.

ABSCONDING DEBTORS

**41.** Where an attachment issues, whether the suit is commenced by attachment in the first instance or not, unless the defendant is personally served, the hearing or trial shall not take place until one month after the seizure under the attachment, unless the judge otherwise orders. R.R.O. 1970, Reg. 801, r. 43.

**42.** Where several persons sue out warrants of attachment against an absconding, removing or concealed debtor, each one of the attaching creditors may enter a defence, set-off or counterclaim, and call, examine and cross-examine witnesses as to any debt or claim proved or attempted to be proved against the debtor, or as to such set-off or counterclaim in the same way and to the same extent as the debtor himself might do if he were to appear personally and defend the suit on any ground. R.R.O. 1970, Reg. 801, r. 44.

**43.** Before issuing an attachment against an absconding, removing or concealed debtor, it is the duty of the clerk to see that, immediately following the statement in the affidavit of the amount due to the attaching creditor, the cause and subject of the indebtedness is property set forth. R.R.O. 1970, Reg. 801, r. 45.

**44.** Where several judgments have been recovered against an absconding debtor, it is not necessary to issue execution upon each such judgment but one execution against the property seized upon the attachments shall issue for the sale thereof, to satisfy the judgments of those creditors, and so much of such property as is sufficient to satisfy the said judgments and costs may be sold thereunder or, if the property has been previously sold as perishable, enough of the proceeds may be applied by the clerk to satisfy such judgments and costs, without execution. R.R.O. 1970, Reg. 801, r. 46.

CLERK'S DUTIES

**45.** The clerk shall maintain,

(*a*) a procedure book with an alphabetical index thereto;

(*b*) a cash book;

(*c*) a foreign procedure book;

(*d*) a fee book;

(*e*) a judgment debtor index;

(*f*) a consolidation order book with an alphabetical index thereto,

and may maintain an order book. R.R.O. 1970, Reg. 801, r. 47.

**46.** All the papers in the cause received or filed by the clerk shall be kept by him, together with the original summons and shall be produced at the hearing of the cause. R.R.O. 1970, Reg. 801, r. 48.

**47.** The Clerk shall answer promptly all reasonable inquiries made touching suits by the parties thereto, their solicitors or agents. R.R.O. 1970, Reg. 801, r. 49.

**48.** The clerk shall not withhold any money received from the parties except for unpaid costs in the action in which such money is recovered. R.R.O. 1970, Reg. 801, r. 50.

**49.** Where money is received by the clerk on a suit entered by a solicitor or agent who has paid the deposit or is responsible for the costs to the clerk, such money shall not without notice to such solicitor or agent be paid out to the person beneficially interested therein, unless upon the order of the judge. R.R.O. 1970, Reg. 801, r. 51.

**50.**—(1) The clerk shall determine, subject to appeal to the judge, what witness fees shall be allowed on taxation of costs.

(2) Before allowing disbursements to witnesses, the clerk shall be satisfied that they attended and shall be furnished with an affidavit of disbursements. R.R.O. 1970, Reg. 801, r. 52.

**51.** In cases of process received for service or execution from a foreign court, the clerk shall, upon returning them, give a statement in detail of the items of all charges made for fees and disbursements. R.R.O. 1970, Reg. 801, r. 53.

**52.** When a notice is mailed by the clerk by prepaid registered post, he shall obtain and preserve with the papers in the suit a certificate of the registration. R.R.O. 1970, Reg. 801, r. 54.

**53.** Where there are no cases to be tried at any sittings of a division court the clerk of the small claims court shall so notify the judge by a letter or telegram which in the ordinary course of post or wire, as the case may be, will reach its destination at least twenty-four hours in the case of a county, and at least forty-eight hours in the case of a district, before the time set for the sittings of the court and, where the clerk is unable to so notify the judge because of the settlement or adjournment by consent of any case or for any other reason, he shall nevertheless notify the judge with all diligence. R.R.O. 1970, Reg. 801, r. 55.

PROCEDURE BOOKS

**54.** The entries of proceedings on a transcript under the Act shall be made in the procedure book of the court to which it has been sent in the form of an ordinary suit. R.R.O. 1970, Reg. 801, r. 56.

**55.** Where a plaintiff or defendant is substituted or added or there is a change of parties, the procedure book shall so indicate, and all subsequent proceedings shall be carried on under the altered title with the same year and number. R.R.O. 1970, Reg. 801, r. 57.

**56.** The clerk shall enter in the procedure book the full amount of money returned by the bailiff with an execution and shall show therein the amount that he has taxed and paid the bailiff as his fees therefor. R.R.O. 1970, Reg. 801, r. 58.

**57.** Every judgment and order of the court shall be entered by the clerk in the procedure book and, when an order is made for the payment of any debt, damages, costs or other sum of money, it is payable at the office of the clerk. R.R.O. 1970, Reg. 801, r. 59.

BAILIFF'S DUTIES

**58.** The bailiff shall maintain a book of record. R.R.O. 1970, Reg. 801, r. 60.

**59.** The bailiff shall at all reasonable times furnish to a party in an action such reasonable information as is required respecting any process in his hands. R.R.O. 1970, Reg. 801, r. 61.

**60.** The bailiff shall,

(*a*) ensure that proper accommodation is available for each sittings of the court; and

(*b*) attend every sittings of the court, where he shall make all proclamations, preserve order, call the parties and witnesses and perform such other duties as the judge requires. R.R.O. 1970, Reg. 801, r. 62.

**61.** The bailiff shall return an execution within the three months prescribed by the Act, unless it has been renewed or unless the seizure has been so recent that he has been unable to realize thereon, in which latter case he shall report to the clerk, who shall notify the execution creditor thereof. R.R.O. 1970, Reg. 801, r. 63.

**62.**—(1) Where the bailiff has been unable to effect a sale for a reasonable amount, he shall return the execution "property on hand for want of buyers".

(2) Where an execution is returned "property on hand for want of buyers", the clerk shall, at the written request of the execution creditor, issue another execution directing the bailiff to sell the property on hand for what it will bring. R.R.O. 1970, Reg. 801, r. 64.

**63.** The whole of the money realized shall be paid over by the bailiff to the clerk, who shall forthwith after taxation pay the bailiff his proper fees and disbursements. R.R.O. 1970, Reg. 801, r. 65.

**64.** A bailiff receiving money by virtue of his office shall promptly after the receipt thereof pay it over to the clerk. R.R.O. 1970, Reg. 801, r. 66.

65. A bailiff receiving an execution shall immediately endorse upon it a statement of the day and the hour when he received it and, in addition to the formal return in the prescribed form, on every execution returned he shall give a statement of the particulars of all his fees and disbursements in the execution thereof, and give a similar statement in making returns of summons of replevin and warrants of attachment. R.R.O. 1970, Reg. 801, r. 67.

66. Where the judge so directs, the bailiff shall deliver to the clerk of the court for submission to the judge a statement or return on oath of any or every warrant or writ of execution in his hands and of what has been done thereunder. R.R.O. 1970, Reg. 801, r. 68.

67. A bailiff shall not take or receive money from any person except as payment on an execution or warrant of commitment in his hands against such party. R.R.O. 1970, Reg. 801, r. 69.

68.—(1) A referee shall perform such duties and functions of an advisory nature as may be directed by a judge for the purpose of assisting the judge in the performance of his duties, and without limiting the generality of the foregoing, where a judge so directs, a referee shall,

(*a*) conduct pre-trial hearings in an effort to settle matters in dispute between the parties; and

(*b*) conduct judgment summons hearings.

(2) A referee shall not make a final decision in any matter referred to him but shall report his findings and recommendations in the matter to the judge. O. Reg. 209/79, s. 1.

(3) A fee of $12.50 an hour is payable to a referee for the performance of his duties and functions. O. Reg. 725/80, s. 1.

FORMS

69. The forms used in small claims court shall be those appended to these rules. R.R.O. 1970, Reg. 801, r. 70.

**Form 1**

SUMMONS

(section 72)

In the.....Small Claims Court of the

.....of

SUMMONS

No. 19

Claim $.....

Cost, Exclusive of Mileage $.....

Mileage $.....

Between

.....Plaintiff

—and—

.....Defendant

To The Above-named Defendant

(Seal) Take Notice that the above-named plaintiff claims from you $....., particulars of which are attached hereto.

(*The following paragraph to be printed in capital letters*)

IF YOU DESIRE TO DISPUTE THIS CLAIM OR ANY PART THEREOF OR MAKE A COUNTERCLAIM, YOU MUST WITHIN TEN DAYS AFTER YOU HAVE RECEIVED THIS SUMMONS LEAVE WITH THE CLERK OF THE COURT, AT THE ADDRESS BELOW, A NOTICE IN WRITING IN DUPLICATE CONTAINING THE PARTICULARS OF YOUR DISPUTE OR COUNTERCLAIM.

(*The following paragraph to be printed in red ink*)

If you do not file a notice of dispute or counterclaim, judgment may be entered against you without further notice to you.

If your dispute or counterclaim is supported by witnesses, account books, receipts or other documents, you should produce them at the hearing.

If you file a notice of dispute or counterclaim, information as to the time and place of trial may be obtained from the clerk of this court.

If the amount of the claim together with lawful costs is paid to the clerk of the court within ten days after service of this document upon you, no further proceedings will be taken.

Given under the seal of the court this....

day of....., 19....

Clerk,

Small Claims Court of the.....of
(*Address*)

R.R.O. 1970, Reg. 801, Form 1.

**Form 2**

GENERAL FORM OF HEADING AND CONCLUSION OF AFFIDAVIT

(*Except where otherwise given*)

In the.....Small Claims Court of the.....

of.....

Between

.....PLAINTIFF

—and—

.....DEFENDANT

I,....., of the.....of....., in the.....of....., (*occupation*), make oath and say:

. . . . .

Sworn before me.....
at the.....
of.....
in the.....
of.....
this.....day of....., 19....

(*Signature*)

Clerk
(*or* A Commissioner
for taking affidavits)

R.R.O. 1970, Reg. 801, Form 2.

**Form 3**

AFFIDAVIT OF SERVICE OF SUMMONS

(section 25)

I SWEAR that this summons and claim therewith were served by me on the.....day of....., 19...., by delivering a true copy of both, personally to the defendant, (*or* to the wife or servant of the defendant, *or* to a grown-up inmate of the defendant's dwelling-house, or usual place of abode, or business), and that I necessarily travelled.....miles to do so.

Sworn, etc. (as in Form 2)

Bailiff

NOTE: *This affidavit is to be endorsed on the summons.*

R.R.O. 1970, Reg. 801, Form 3.

**Form 4**

AFFIDAVIT FOR RENEWAL OF SUMMONS

(rule 6)

(Formal parts as in Form 2)

I,....., of the.....of....., in the.....of....., (*occupation*), make oath and say:

1. That I am the plaintiff herein (*or* the agent of the plaintiff herein and have a personal knowledge of the facts herein stated).

2. That a summons was issued herein, a true copy of which is attached and marked "Exhibit 1".

3. (*State what efforts have been made to serve the defendant with the summons and the reasons why it has not been served.*)

R.R.O. 1970, Reg. 801, Form 4.

**Form 5**

ORDER FOR RENEWAL OF SUMMONS

(rule 6)

(Title of Court and style of cause as in Form 2)

Upon application of the plaintiff and upon reading the affidavit of....., filed:.....

It is ordered that the summons in this action be renewed by the clerk of the court for twelve months from the date of this order.

Dated at.....this.....day of....., 19...

Judge.

R.R.O. 1970, Reg. 801, Form 5.

**Form 6**

SUMMONS TO THIRD PARTY

(section 87)

No....., 19....

In the.....Small Claims Court of the

.....of.....

SUMMONS TO THIRD PARTY

Between

.....PLAINTIFF

—and—

.....DEFENDANT

—and—

.....Third Party

(Seal) To The Above-named Third Party

Take Notice that action has been brought by the above-named plaintiff against the

above-named defendant for $....., particulars of which are attached hereto.

The defendant claims to be entitled to contribution or indemnity from or other relief

over against you for $....., particulars of which are attached hereto.

(*The following paragraph to be printed in capital letters*)

IF YOU DESIRE TO DISPUTE THIS CLAIM OR ANY PART THEREOF OR MAKE A COUNTERCLAIM, YOU MUST WITHIN TEN DAYS AFTER YOU HAVE RECEIVED THIS SUMMONS LEAVE WITH THE CLERK OF THE COURT, AT THE ADDRESS BELOW, A NOTICE IN WRITING IN DUPLICATE CONTAINING THE PARTICULARS OF YOUR DISPUTE OR COUNTERCLAIM.

(*The following paragraph to be printed in red ink*)

If you do not file a notice of dispute or counterclaim, judgment may be entered against you without further notice to you.

If your dispute or counterclaim is supported by witnesses, account books, receipts or other documents, you should produce them at the hearing.

If you file a notice of dispute or counterclaim, information as to the time and place of trial may be obtained from the clerk of this court. If the amount of the defendant's claim together with lawful costs is paid to the clerk of the court within ten days after service of this document upon you, no further proceedings will be taken.

Given under the seal of the court this

day of....., 19....

Clerk

Small Claims Court of the.....of. ....
(*Address*)

R.R.O. 1970, Reg. 801, Form 6.

**Form 7**

UNDERTAKING BY NEXT FRIEND OF MINOR TO BE RESPONSIBLE FOR DEFENDANT'S COSTS

(section 60 and rule 31)

In the.....Small Claims Court of the.....

of.....

I,....., being the next friend

of....., who is a minor, and who is desirous of entering an action in this court againt (*naming him*),

of the.....of.....in the.....of....., hereby undertake to be responsible for the costs of the said minor in such action, and that if the said minor fail to pay the said (*name of intended defendant*) all costs of the action as the judge shall direct him to pay to the said (*name of intended defendant*), I will forthwith pay the same to the clerk of the court.

Dated at.....this.....day of....., 19..

Witness

(*Signature of next friend*)

R.R.O. 1970, Reg. 801, Form 7.

**Form 8**

AFFIDAVIT FOR SUBSTITUTIONAL SERVICE

(section 76)

(Formal parts as in Form 2)

I,....., of the.....of.....,

in the.....of....., Bailiff of the above-mentioned Court, make oath and say:

1. That the summons in the above action was handed to me for service and that in accordance with my duties in that respect I attended at the above address

of the defendant,....., this being the usual place of abode or usual place of business of

the defendant on the.....day of....., 19...., and was informed that the defendant was not in.

2. That I previously called at the said address of the defendant on other occasions but was unable to serve him with the summons as I was informed by

3. That I believe if a copy of the summons were sent by registered mail to the above address (*or* were left with a grown up person at the above address, *or as the case may be*), it would come to the knowledge of the defendant.

R.R.O. 1970, Reg. 801, Form 8

**Form 9**

ORDER FOR SUBSTITUTIONAL SERVICE

(section 76)

(Title of Court and style of cause as in Form 2)

Upon the application of the Bailiff and having read the affidavit of....., filed:

It is ordered that service of the copy of the summons and particulars of claim, together with a copy of this order, by mailing the same by registered post addressed to the defendant at.....(*or* by leaving the same with a grown up person residing or employed at the above-named address, *or as the case may be*), shall be good and sufficient service of the summons and particulars of claim upon the said defendant.

Dated at.....this.....day of....., 19...

Judge

R.R.O. 1970, Reg. 801, Form 9.

**Form 10**

SET-OFF

(section 82)

(Title of Court and style of cause as in Form 2)

Take notice that I intend to avail myself of the laws of set-off, and at the hearing of this cause will claim a set-off against the plaintiff's demand, the particulars of which set-off are hereto annexed, (*or* hereunder written).

Dated at.....this.....day of....., 19...

To the above named plaintiff and
to the clerk of the said court

Defendant.

R.R.O. 1970, Reg. 801, Form 10.

**Form 11**

ACCEPTANCE OF MONEY PAID INTO COURT

(section 83)

(Title of Court and style of cause as in Form 2)

Take notice that the plaintiff accepts the sum of $.....paid by the defendant into court in satisfaction of the claim in respect of which it is paid in.

Dated at.....this.....day of....., 19...

To the said defendant.....

Clerk

R.R.O. 1970, Reg. 801, Form 11.

**Form 12**

CONFESSION OF DEBT AFTER ACTION COMMENCED

(section 85)

(Title of Court and style of cause as in Form 2)

I acknowledge that I am indebted to the plaintiff in the sum of $.....and consent that judgment for that amount and costs may be entered against me in this action, according to the practice of the court.

Dated at.....this.....day of..... 19...

Witness....., clerk.....Defendant
(*or* bailiff)

(*Add affidavit of execution*)

R.R.O. 1970, Reg. 801, Form 12.

**Form 13**

AFFIDAVIT OF EXECUTION OF CONFESSION

(section 85)

(Formal parts as in Form 2)

I,....., clerk (*or* bailiff) of the Small Claims Court of the.....of.....(*or* of the said Court) make oath and say, that I saw the above (*or* annexed) confession duly executed by the defendant, and that I am a subscribing witness thereto, and that I have not received, and that I will not receive,anything from the plaintiff or defendant, or any other person, except my lawful fees, for taking such confession, and that I have no interest in the demand sought to be recovered in this action.

R.R.O. 1970, Reg. 801, Form 13.

**Form 14**

JUDGMENT ON CONFESSION AFTER ACTION COMMENCED

(section 85 (1) )

The defendant having been served with summons and particulars of claim for a debt amounting to $..... (*or* the plaintiff having consented to take the defendant's acknowledgment for the sum of $....., part thereof, and abandoned the residue; *or* having allowed the defendant's set-off thereout; *or* made certain deductions claimed therefrom) and the defendant having confessed the same in writing before ....., clerk (*or* bailiff), and the confession being duly proved and produced, it is adjudged that the plaintiff, do recover against the defendant, the sum of $.....for debts, and $.....for costs.

R.R.O. 1970, Reg. 801, Form 14.

**Form 15**

AFFIDAVIT FOR SPEEDY JUDGMENT

(section 91 (1) )

(Formal parts as in Form 2)

I,....., of the.....of..... in the .....of.....(*occupation*), make oath and say:

1. That I am the (solicitor or agent for the) above-named plaintiff, and have personal knowledge of the matters herein deposed to.

2. That the above-named defendant is justly and truly indebted to me or to (*as the case may be*), the plaintiff, in the sum of $.....(*state the facts and verify the cause of action*).

3. That in my belief there is no defence to this action. That immediate judgment should be granted for the following reasons, viz.: (*herein state the reasons fully*)

R.R.O. 1970, Reg. 801, Form 15.

**Form 16**

NOTICE OF TRIAL

(rule 25)

In the.....Small Claims Court of the..... of.....

NOTICE OF TRIAL

Between

.....Plaintiff

—and—

.....Defendant

Take Notice of the trial of this action at the sitting of the court to be held in the..... at.....of.....commencing on the.....day of....., 19..., at..... o'clock ...m.

(*The following paragraph to be printed in capital letters*)

AND FURTHER TAKE NOTICE THAT IN THE EVENT OF AN ADJOURNMENT NO FURTHER NOTICE WILL BE SENT TO YOU.

Dated at.....this.....day of....., 19...

Clerk

Small Claims Court of the.....of..... (*Address*)

To:.....

R.R.O. 1970, Reg. 801, Form 16.

**Form 17**

CLERK'S NOTICE UNDER THE ACT (WHERE CAUSE TRANSFERRED FROM ANOTHER COURT)

(section 71 and rule 25)

(Title of Court and style of cause as in Form 2)

Take Notice that the proceedings in this action having been duly transferred to this court, trial of this action will take place at the.....sittings of the court to be held in the.....at..... of.....commencing on.....day, the.....day of....., 19.....at.....o'clock ...m.

(*The following paragraph to be printed in capital letters*)

AND FURTHER TAKE NOTICE THAT IN THE EVENT OF AN ADJOURNMENT NO FURTHER NOTICE WILL BE SENT TO YOU.

Dated at.....this.....day of....., 19...

Clerk,

Small Claims Court of the.....of.....
(*Address*)

To:.....

R.R.O. 1970, Reg. 801, Form 17.

**Form 18**

CLERK'S NOTICE OF TRIAL BY JURY AND NEW TRIAL

(section 106)

(Title of Court and style of cause as in Form 2)

TAKE NOTICE that this cause will be tried by a jury, the plaintiff (*or* defendant) having demanded a jury therein; or take notice that the judge has ordered a new trial upon payment of costs (*or with cost to abide the event or as the case may be*) and has ordered the next trial to be had before a jury (*or as the case may be*) and that such trial will be held at.....in.....

on.....the.....day of....., 19....,

at the hour of.....o'clock....m.

(*The following paragraph to be printed in capital letters*)

AND FURTHER TAKE NOTICE THAT IN THE EVENT OF AN ADJOURNMENT NO FURTHER NOTICE WILL BE SENT TO YOU.

Dated at.....this.....day of....., 19...

Clerk
Small Claims Court of the.....of.....
(*Address*)

To:.....

R.R.O. 1970, Reg. 801, Form 18.

**Form 19**

ORDER TRANSFERRING CAUSE WHEN ENTERED IN WRONG COURT

(section 71 (1) )

(Title of Court and style of cause as in Form 2)

It appearing that the cause has been entered in the wrong division court, I hereby order that all papers and proceedings in this cause be transferred to the .....Small Claims Court of the.....of .....in pursuance of *The Small Claims Courts Act* upon the terms (that the defendant shall in no case have taxed against him or pay more costs than if he had been originally sued in such last-mentioned court, and that the plaintiff pay to the defendant forthwith the sum of $....., as fees for the attendance of himself and his witness at this court, as the case may be, or any other terms that the judge may think proper to impose).

Dated at.....this.....day of....., 19...

Judge.

R.R.O. 1970, Reg. 801, Form 19.

**Form 20**

SUMMONS TO WITNESS

(section 96 (1) )

(Title of Court and style of cause as in Form 2)

(Seal)

You are hereby required to attend at the..... sittings of the said court, to be held at....., on....., the....day of..... 19..... at the hour of.....in the forenoon, to give evidence in the above cause, on behalf of the above-named..... .....(and then and there to have and produce (*state particular documents required*) and all other papers relating to the said action in your custody, possession or power.)

Given under the seal of the court this..... day of....., 19....

Clerk.

To:.....

R.R.O. 1970, Reg. 801, Form 20.

**Form 21**

AFFIDAVIT FOR COMMISSION TO EXAMINE WITNESSES

(section 99)

(Formal parts as in Form 2)

I,.....make oath and say:

1. That this action is brought for the recovery of (*here state shortly the cause of action*).

2. That the defendant has filed a notice of dispute herein.

3. That....., is a material and necessary witness for me in the said cause, and I am advised, and verily believe, that I cannot safely proceed to the trial of it without his evidence.

4. That the said....., is at present residing at....., outside the limits of the Province of Ontario.

(*If made by the defendant, add the following:*)

5. That I have a good defence to this action on the merits, as I am advised, and verily believe (*or if made by a solicitor or his clerk, say:* The defendant has, as I am instructed, and verily believe a good defence, etc.)

6. This application for a commission is made *bona fide* for the purpose of procuring the evidence of the said....., and not for delay.

R.R.O. 1970, Reg. 801, Form 21.

**Form 22**

ORDER FOR COMMISSION

(section 99)

(Title of Court and style of cause as in Form 2)

Upon hearing the solicitor for the plaintiff and defendant and upon reading the affidavit of....., filed, it is ordered as follows:

1. A commission may issue directed to..... of.....for the examination *viva voce* of witnesses on behalf of the said plaintiff and defendant respectively at.....aforesaid before the said commissioner.

2. .....days previously to the sending out of the said commission the said....., or his solicitor....., shall give to..... or his solicitor,....., notice in writing of the mail or other conveyance by which the commission is to be sent out.

3. The costs of this order and of the commission to be issued, and all other matters which may be done in pursuance hereof, shall be costs in the cause.

Dated at.....this.....day of....., 19...

Judge.

R.R.O. 1970, Reg. 801, Form 22.

**Form 23**

AFFIDAVIT FOR ORDER TO EXAMINE A SICK, AGED OR INFIRM WITNESS

(section 99)

(Formal parts as in Form 2)

1. This action is brought for (*here state concisely the cause of action sued for*).

2. The summons herein was served on or about the .....day of....., 19..., and this action can be heard at the sittings of the court which will be held on the.....day of,.....next (*or* instant).

3. The defendant has (*or*, if he makes an affidavit, I have) filed a notice disputing the plaintiff's claim herein.

4. That....., of etc. (a person residing within the province), is a material and necessary witness on my behalf, as I am advised and verily believe, and I cannot safely proceed to the trial hereof without his evidence, and that materiality of his evidence consists in this (*here in a general way describe it*).

5. That said.....is sick, being dangerously ill with (*here describe disease*), and not expected to recover (*or, as the case may be*), *or* that he is aged or infirm being now.....years of age, *or* that he is about to leave the province, *as the case may be*), and that his attendance at court as a witness cannot by reason thereof be procured.

6. I am advised and believe that I have a good cause of action (*or* defence) herein on the merits, and that this application is made *bona fida* and not for the purpose of delay.

(The affidavit should clearly show that the person proposed to be examined is weak, aged or infirm, or about to leave the province, and that his attendance at court as a witness cannot by reason thereof be procured. If possible, this should not be left to a general statement merely, but facts and circumstances should be given. If founded on sickness of the witness, an affidavit by or a verified certificate of the medical attendant should form part of the application, the former being prefereable. The affidavit had better be made by the applicant, his solicitor or agent. As a general rule, the materiality of the proposed evidence need not be given as appears in paragraph 4, but if the application is likely to be opposed, or there is anything exceptional in the circumstances, it had better be stated with particularity.)

R.R.O. 1970, Reg. 801, Form 23.

**Form 24**

AFFIDAVIT OF DISBURSEMENTS TO SEVERAL WITNESSES

(rule 51 (2) )

(Formal parts as in Form 2)

I,....., of....., the above plaintiff

(*or*....., the above defendant, *or*....., agent, or solicitor for the above plaintiff or defendant) make oath and say:

1. That the several persons whose names are mentioned in the first column of the Schedule at the foot hereof, were necessary and material witnesses on my behalf (*or* on behalf of the said plaintiff or defendant)

and attended at the sittings of this court on the.....

day of....., as witnesses on my behalf (*or* on behalf of the said defendant or plaintiff), and that they did not attend as witnesses in any other action; (*if otherwise, state the facts*).

2. That each of the said witnesses necessarily travelled in going to said court and attending the said trial, the number of miles respectively, mentioned in figures in the second column of the Schedule opposite to the names of each of the said witnesses, respectively.

3. That each of the said witnesses was necessarily absent from his (*or* her) home, in order so to attend the said trial, the number of days set forth in the third column of the said Schedule opposite the names of them respectively.

4. That the several and respective sums of money mentioned in figures in the fourth column of the Schedule, opposite to the names of the said witnesses, respectively, have been paid by me (*or* by the plaintiff *or* defendant) to the said witnesses respectively, as in the said Schedule set forth for their attendance and travel as witnesses in this action.

5. That I was a necessary and a material witness on my own behalf, and I would not have attended the court, except for the purpose of giving evidence in the action.

SCHEDULE REFERRED TO IN THE AFFIDAVIT

| Names of Witnesses | Miles | Absent from home | Sums Paid |
|---|---|---|---|
| | | | |

NOTE:—Where the party seeks to be allowed his own expenses for attendance, he must swear both that he was a necessary and material witness on his own behalf, and that he would not have attended the court, except for the purpose of giving evidence in the case.

R.R.O. 1970, Reg. 801, Form 24.

**Form 25**

EXECUTION AGAINST GOODS

(section 116)

(Title of Court and style of cause as in Form 2)

Whereas on.....day of.....19...., the.....recovered in the said court judgment against the.....for $.....for debt (*or* damages) and $.....for costs which remains unsatisfied (*when the judgment has been revived, add,* "and on the .....day of.....19...., the said judgment was duly revived.") you are hereby required to levy of the goods and chattels of the.....in the said County (*or* District).....(not exempt from execution) the said moneys amounting together to the sum of $.....and interest thereon at the rate of five per cent per annum from the.....day of....., 19...., and your lawful fees so that you may have the same immediately after the execution hereof and pay over to the clerk of this court for the.....

Given under seal of the court, this.....day of ....., 19....

Clerk.

To
Bailiff of said Court,

Judgment.....$
Interest.....
Subsequent costs.....
This execution.....

Levy the sum of.....$
and your lawful fees upon this precept.

R.R.O. 1970, Reg. 801, Form 25.

**Form 26**

EXECUTION AGAINST LANDS

(section 126)

(Title of Court and style of cause as in Form 2)

Whereas on the.....day of....., 19.... the plaintiff recovered in the said court judgment against the defendant for $.....for debt, and $.....for costs of action, which remain unsatisfied (*when judgment has been revived add* "and on the..... day of....., 19...., the said judgment was duly revived.") you are hereby required to levy of the lands and tenements of the defendant in the .....of....., the said moneys, amounting together to the sum of $.....and interest thereon at the rate of five per cent per annum, from the..... day of ....., 19...., together with your own fees, poundage and incidental expenses; so that you may have the same immediately after the execution hereof, and pay the same over to the clerk of this court for the plaintiff.

Given under the seal of the court, this.....day of....., 19....

Clerk.

To:
Sheriff of the County (*or* District) of.....

R.R.O. 1970, Reg. 801, Form 26.

**Form 27**

BAILIFF'S BOND FOR SECURITY FOR PROPERTY SEIZED UNDER EXECUTION

Know All Men By These Presents

That we,....., and....., are and each of us is jointly and severally held and firmly bound unto....., Bailiff of the.....Small Claims Court of the.....of....., in the penal sum of $200.00 to be paid to the said bailiff, his ..... .....certain attorney, executors, administrators or assigns for which payment well and truly to be made we.....bind ourselves, our .....and each of our heirs, executors and administrators, and every of them firmly by these presents.

Sealed with.....seal.....dated this....day of....., 19....

Whereas the above-named bailiff has taken under an execution issued out of the.....Small Claims Court of the.....of....., in the case of..... vs....., certain property, to wit (*specify property*), belonging to the said execution debtor to the value of $....., and whereas the execution debtor has requested the bailiff to leave the said property in his possession pending a settlement of the claim.

Now the condition of this obligation is, that if the said execution debtor do pay to the said bailiff, his executors, administrators or assigns, the amount of the execution with his lawful costs, or pay the same to the clerk of the court, or effect a settlement with the execution creditor, then this obligation shall be void.

| | |
|---|---|
| Signed, sealed and delivered | (L.S.) |
| in the presence of | (L.S.) |
| | (L.S.) |

R.R.O. 1970, Reg. 801, Form 27.

**Form 28**

NOTICE OF SALE

(section 168 (2) )

By virtue of an execution issued out of the Small Claims Court of the.....of....., and to me directed, against the property of....., at the suit of....., I have seized and taken in execution, one bay horse, etc.

All which property will be sold at public auction at .....on....., the.....day of....., 19...., at the hour of.....o'clock in the.....noon.

Dated at.....this.....day of....., 19...

Bailiff.

R.R.O. 1970, Reg. 801, Form 28.

Form 29

NULLA BONA

The within defendant (*or* plaintiff) has no property in the said .....of....., whereof I can make the moneys to be levied, or any part thereof as within commanded.

Dated at.....this.....day of....., 19...

Bailiff.

R.R.O. 1970, Reg. 801, Form 29.

**Form 30**

FECI

By virtue of the within execution, I have made of the property of the defendant (*or* plaintiff) the moneys within mentioned, and have paid the same to the said clerk as within commanded.

Dated at.....this.....day of....., 19...

Bailiff.

R.R.O. 1970, Reg. 801, Form 30.

**Form 31**

ANY PART MADE

By virtue of the within execution, I have made of the property of the defendant (*or* plaintiff) $....., and have paid the same to the said clerk, and the defendant (*or* plaintiff) has no more property in the .....of.....whereof I can make the residue of the said moneys, or part thereof.

Dated at.....this.....day of....., 19...

Bailiff.

R.R.O. 1970, Reg. 801, Form 31.

**Form 32**

WHEN RENT PAID BY BAILIFF

By virtue of the within execution, I have made of the property of the plaintiff (*or* defendant) $....., I have paid to ....., landlord of the said plaintiff (*or* defendant) for one quarter's rent in respect of premises when levy made; and further part, $....., I have retained as fees on execution. The residue $....., I have paid to the said clerk as within commanded.

Dated at.....this.....day of....., 19...

Bailiff.

R.R.O. 1970, Reg. 801, Form 32.

Form 33

AFFIDAVIT FOR REVIVAL OF JUDGMENT

(rule 28)

(Formal parts as in Form 2)

I,....., of the.....of....., in the County of....., (*occupation*), make oath and say:

1. On the.....day of....., 19..., I recovered a judgment of this court against the above-named defendant for $.....debt (*or* damages), and $....., costs of action.

2. No part of the said moneys so recovered has been paid or satisfied, and the said judgment remains in full force (*or*, the sum of....., part only of the said moneys has been paid, and the judgment remains in full force as to the residue of the said money so recovered thereby).

3. I am entitled to have execution of the said judgment and to issue execution thereupon for the sum of $....., as I verily believe.

R.R.O. 1970, Reg. 801, Form 33.

**Form 34**

AFFIDAVIT ON APPLICATION OF EXECUTOR OR ADMINISTRATOR TO REVIVE A JUDGMENT

(section 123)

(Formal parts as in Form 2)

I,....., of the.....of....., in the.....of....., (*occupation*), make oath and say:

1. On the.....day of....., 19..., the plaintiff, now deceased, recovered a judgment of this court against the above-named defendant for $....., debt, and $....., costs of action.

2. That no part of the said judgment so recovered has been paid or satisfied and the said judgment remains in full force (*or* the sum of $....., part only of the said moneys, has been paid, and the said judgment remains in full force for the residue).

3. That I was (*or*....., of the.....of .....,in the.....of....., (*occupation*), was on the.....day of....., 19...., duly appointed the executor (*or* administrator) of the property of the deceased plaintiff).

4. That I am, as such executor (*or* administrator), entitled (*or* the said....., as such executor or administrator is entitled) to have execution of the said judgment and to have execution issued thereupon, as I verily believe, for the sum of $.....

R.R.O. 1970, Reg. 801, Form 34.

**Form 35**

AFFIDAVIT FOR REVIVAL OF JUDGMENT AGAINST AN EXECUTOR OR ADMINISTRATOR

(section 123)

(Formal parts as in Form 2)

I,....., of the.....of....., in the.....of....., (*occupation*), (*if the affidavit be made by the plaintiff's solicitor or agent make the necessary alteration*), make oath and say:

1. On the.....day of.....19...., I recovered a judgment of this court against the above-named defendant, since deceased, for $....., debt and $....., costs of action.

2. No part of the said moneys so recovered has been paid or satisfied, and the said judgment remains in full force (*or* "the sum of....., part only of the said moneys, has been paid, and the judgment remains in full force as to the residue of the said moneys so recovered thereby").

3. That..... of the.....of....., in the.....of....., (*occupation*), was duly appointed the executor (*or* administrator) of the property of the deceased.

4. I, (*or* "the said plaintiff") am entitled to have execution of the said judgment, and to issue execution thereupon for the sum of $....., as I verily believe.

R.R.O. 1970, Reg. 801, Form 35.

**Form 36**

TRANSCRIPT OF JUDGMENT FROM ONE DIVISION COURT TO ANOTHER

(section 130 (1))

In the.....Small Claims Court of the..... of.....

Transcript of the entry of a judgment recovered on the.....day of....., 19...., in said court, held in and for said division in an action numbered .....

(Seal)

Between

Plaintiff

—and—

Defendant

| | |
|---|---|
| Amount of judgment. Debt, $ Costs $ | Judgment for plaintiff for $..... debt, and $.....costs of action; |
| Additional Costs $ | execution issued on the.....day of ....., 19...., and returned |
| Total $ | on the.....day of....., |
| Amount paid $ 19 19 | 19..., (*here state the return*). (*If the judgment was revived, add the following words*, "and on the..... |
| Total paid $ | day of....., 19...., the said judgment was duly revived.") |
| Amount due $ | pursuant to the Act. |
| | I,....., Clerk of the said Small Claims Court, do certify that the above transcript is correct, and duly taken from the procedure book of the said court, and that judgment in the above action was recovered at the date above stated, viz.: |

the....., day of....., 19...., and further,

that the amount unpaid on said judgment is $....., as stated in the margin hereof. The post office address of the person applying for this transcript is as follows: (*here set out name and post office in full*)

Given under the seal of the said court this.....

day of.....19....

Clerk.

To:

Clerk of the

Small Claims Court of the.....of.....

R.R.O. 1970, Reg. 801, Form 36.

**Form 37**

AFFIDAVIT FOR JUDGMENT SUMMONS

(section 131 (4) (*a*))

(Formal parts as in Form 2)

I,....., of the.....of.....,

in the.....of....., (*occupation*), make oath and say:

1. That I am the above-named plaintiff (*or* "the solicitor or agent" for the above-named plaintiff *or as the case may be*) in this action.

2. That judgment was recovered in this action on the.....day of....., 19...., for the sum of $.....debt (*or* "damages" *or* "costs", *as the case may be*), and the sum of $.....for costs of action, and that the whole (*or* $....., "part") of the said judgment remains unsatisfied.

R.R.O. 1970, Reg. 801, Form 37.

**Form 38**

SUMMONS TO DEFENDANT AFTER JUDGMENT

(section 131 (1))

(Title of Court and style of cause as in Form 2)

To the above-named defendant:

Whereas on the.....day of....., 19..., the plaintiff duly recovered judgment against you in the said court for $.....for debt, and $..... for costs of action, which remains unsatisfied, you are therefore hereby summoned to appear at the next sittings of this court, to be held at....., in the said.....of....., on the.....day of ....., 19...., at the hour of.....o'clock in the.....noon to be then and there examined touching your estate and effects, and the manner and circumstances under which you contracted the said debt (*or* incurred the damages or liability) which was the subject of the action in which the said judgment was obtained against you, and as to the means you still have, of discharging the said debt (*or* damages or liability), and as to the disposal you may have made of any of your property.

(*The following paragraph to be printed in red ink*)

And take notice, that if you do not appear in obedience to this summons, you may, by order of this court, be committed to the common jail of the county.

Given under the seal of the court this.....day of ....., 19....

Clerk

Small Claims Court of the.....of.....

(*Address*)

Amount of judgment unsatisfied.....$

Costs of this summons.....$

R.R.O. 1970, Reg. 801, Form 38.

**Form 39**

AFFIDAVIT FOR SECOND OR SUBSEQUENT JUDGMENT SUMMONS

(section 131 (4) (*b*))

(Formal parts as in Form 2)

I,....., of the.....of.....

in the.....of....., (*occupation*), make oath and say:

1. That I am the plaintiff (or the solicitor or agent of the plaintiff) in this action.

2. That judgment was recovered in this action on the.....day of....., 19..., for the sum of $....., for debt, and the sum of $....., for costs of action, and that the whole (*or* $..... "part") of the said judgment remains unsatisfied.

3. That I believe....., the defendant sought to be examined herein, is able to pay the amount due in respect of the judgment or some part thereof.

R.R.O. 1970, Reg. 801, Form 39.

**Form 40**

AFFIDAVIT FOR SHOW CAUSE SUMMONS

(section 132 (1))

(Formal parts as in Form 2)

I,.....of the.....of.....,

in the.....fo....., (*occupation*), make oath and say:

1. That I am the plaintiff (*or* the solicitor or agent of the plaintiff) in this action, and have a personal knowledge of the facts hereinafter set forth.

2. That the plaintiff recovered judgment against the defendant in this action on the.....day of.....,

19...., for the sum of $.....which is still wholly (*or partly*) due and unpaid (*state how much*).

3. That the defendant was summoned and examined as a judgment debtor on the.....day of.....,

19..., and after his said examination it was ordered that the said defendant pay (*here state terms of payment*).

4. That the defendant is in default under the order in the amount of $....., for a period of (*here state the period which must be not less than 14 days*).

R.R.O. 1970, Reg. 801, Form 40.

**Form 41**

SHOW CAUSE SUMMONS

(section 132)

(Title of Court and style of cause as in Form 2)

To the above-named Defendant

Whereas at the sittings of the above Court, held on the.....day of....., 19...., the plaintiff recovered judgment against you for $..... debt, and $..... costs.

And whereas you were subsequently summoned to appear before the said Court to be examined touching your ability to satisfy the said debt, and it appeared to the satisfaction of the judge that you had means and ability to satisfy the same, and you were then and there ordered to pay the said debt by instalments of $..... per month until the said debt was satisfied.

And whereas the plaintiff alleges that you have not made the said payments so ordered.

You are therefor hereby summoned to appear at the sittings of the said Court to be held at the.....of .....in the.....of.....on the..... day of....., 19...., at the hour of....o'clock in the forenoon to show cause for not complying with the said order of the Court.

(*The following paragraph to be printed in red ink*)

And take notice that if you do not appear in obedience to this summons you may, by order of this Court, be committed to the common jail of the county.

Given under the seal of the Court this.....day of ....., 19....

Clerk

Small Claims Court of the.....of.....
(*Address*)

Amount of judgment unsatisfied.....

Costs of this summons.....

R.R.O. 1970, Reg. 801, Form 41.

**Form 42**

*Small Claims Courts Act*

WARRANT OF COMMITMENT IN DEFAULT OF APPEARANCE

In the.....Small Claims Court of the.....of.....

Between

.....PLAINTIFF

—and—

.....DEFENDANT

(SEAL)

To....., Bailiff of the said Court, and to all constables and peace officers of the.....of ....., and to the keeper of the correctional institution designated as the common jail of the .....of.....

A Summons was duly issued from and out of this court, against the defendant by which summons the defendant was required to appear at the sittings of the Court, held at.....on.....to answer such questions as might be put to the defendant.

Whereas, it was duly proved on oath, at the said last mentioned sittings of this court, that the defendant was personally served with the said summons; and whereas, the defendant did not attend, as required by such summons, nor give sufficient reason for not so attending: and whereas it appeared to the satisfaction of the judge that such non-attendance was wilful:

And thereupon it was ordered by the judge of this court that the defendant should be committed for the term of.....days, to the common jail of this County (or District) being the County (or District) in which he resides, according to the form of the statute in that behalf.

These are therefore to require you, the said bailiff and others to take the defendant and to deliver him to the keeper of the common jail of this court:

And you the said keeper, are hereby required to receive the defendant, and him safely keep in the said common jail for the term above-mentioned, or until he shall be sooner discharged by due course of law; for which this shall be your sufficient warrant.

Given under the Seal of the Court this.....day of ....., 19....

Clerk

R.R.O. 1970, Reg. 801, Form 42.

**Form 43**

*Small Claims Courts Act*

WARRANT OF COMMITMENT UPON EXAMINATION

In the.....Small Claims Court of the..... of.....

Between

.....Plaintiff

—and—

.....Defendant

(Seal)

To....., Bailiff of the said Court, and to all constables and peace officers of the..... of....., and to the keeper of the correctional institution designated as the common jail of the .....of.....

A Summons was duly issued from and out of this court, against the defendant by which summons the defendant was required to appear at the sittings of the Court, held at.....on....., to answer such questions as might be put to the defendant.

The defendant, having duly appeared at the said court pursuant to the said summons, was examined touching the said matters; and whereas, it appeared on such examination that

.....

And thereupon it was ordered by the said judge that the defendant shoud be committed for the term of .....days, to the common jail of this County (or District) being the County (or District) in which he resides, according to the form of the statute in that behalf or until he should be discharged by due course of law.

These are therefore to require you, the said bailiff and others to take the defendant and to deliver him to the keeper of the common jail of this court;

And you the said keeper, are hereby required to receive the defendant, and him safely keep in the said common jail for the term above-mentioned, or until he shall be sooner discharged by due course of law; for which this shall be your sufficient warrant.

Given under the Seal of the Court this.....day of .....,19....

Clerk

R.R.O. 1970, Reg. 801, Form 43.

**Form 44**

ORDER FOR IMPOSITION OF FINE FOR CONTEMPT

(section 181)

It is adjudged that....., at the sittings of this court, now held, in open court, is guilty of a con-

tempt of the said court, by wilfully insulting....., judge (*or* deputy *or* acting judge) of the said court (*or* "in view of the court, by wilfully insulting....., clerk (*or* bailiff) of the said court, during his attendance at such court" (*or* by wilfully interrupting the proceedings of the said court," *or* by creating a disturbance within the court room or within hearing of the court)); and it is ordered that the said....., forthwith pay a fine of $..... for such offence, and, in default of immediate payment, be committed to the common jail of this county (*or* district) for..... days unless such fine, the costs herein, and the expense of attending the commitment be sooner paid.

R.R.O. 1970, Reg. 801, Form 44.

**Form 45**

WARRANT OF COMMITMENT FOR CONTEMPT IN OPEN COURT

(section 181)

In the.....Small Claims Court of the..... of.....

To....., bailiff of the said court, and to all constables and peace officers in the.....of....., and to the jailer of the common jail of the said..... of.....

Whereas at the sittings of this court held on .....at.....it was adjuged that....., did, then and there in open court wilfully insult me ....., judge (*or* deputy *or* acting judge) of the said court: (*or* did, in view of the court, wilfully insult ....., clerk (*or* bailiff) of the said court, during his attendance at such court (*or* did unlawfully interrupt the proceedings of the said court), and it was ordered that the said....., should forthwith pay a fine of $....., for such offence, and in default of immediate payment, be committed to the common jail of the.....of.....for.....days; and whereas the said....., did not pay the said fine, in obedience to the said order. These are therefore to require you, the said bailiff and others, to take the said....., if he shall be found within the said .....of....., and deliver him to the said jailer of the common jail of the.....of.....; and you, the said jailer, are hereby required to receive the said....., and him safely keep in the common jail aforesaid, for the term of.....days from the arrest under this warrant, unless the said fine and costs, the costs amounting to $....., and also the expenses attending the commitment, amounting to the sum of $....., be sooner paid.

Given under my hand and seal this.....day of .....19....

(LS)

Judge.

Sealed with the seal of the court, (L.S.)

Clerk.

R.R.O. 1970, Reg. 801, Form 45.

**Form 46**

AFFIDAVIT FOR DIRECTION TO GARANISHEE

(section 142 (1))

(Formal parts as in Form 2)

I,....., of the.....of.....in the County of....., the plaintiff in this action (*if the affidavit be made by the plaintiff's solicitor or agent, make the necessary alteration*) make oath and say:

That judgment was recovered in this action against the above-named defendant on the.....day of..... .....,19... for the sum of $.....debt and costs (*or according to the judgment in case the judgment has been transferred to another court, here state the facts*). That the said judgment remains wholly unsatisfied (*or* that $.....part thereof, yet remains unsatisfied).

That I have reason to believe, and do believe that .....,who is residing at....., within this province is indebted to the defendant in the sum of $.....(*or if the amount is unknown, say* "in an amount which I am unable to name").

*If the plaintiff intends to effect service by prepaid registered post add:*

That the defendant resides at.....in the..... of.....and the garnishee resides or carried on business at.....

*If the plaintiff intends to garnishee in respect of wages and without exemption add:*

That the debt due by the defendant to the plaintiff was incurred for board and lodging, *or*

That the defendant is an unmarried person having no one dependent upon him for support.

R.R.O. 1970, Reg. 801, Form 46.

**Form 47**

DIRECTION TO GARNISHEE

(section 142 (2))

In the.....Small Claims Court of the.....

of.....

DIRECTION TO GARNISHEE

Between

| | |
|---|---|
| JUDGMENT CREDITOR | Judgment recovered on |
| —and— | |
| | the.....day of |
| | ....., 19..., |
| JUDGMENT DEBTOR | in the Small Claims |
| —and— | Court of the .. |
| GARNISHEE | .....of..... |
| | Amount unsatisfied, $..... |

TO THE ABOVE-NAMED JUDGMENT DEBTOR AND GARNISHEE

TAKE NOTICE that.....all debts now owing or accruing due from the above-named garnishee to the above-named judgment debtor be and the same are hereby attached to satisfy the judgment in this cause.

Given under the seal of the court this.....

day of....., 19....

Clerk,

Small Claims Court of the.....of.....
(*Address*)

A

NOTICE TO GARNISHEE

Within ten days after the mailing to you or personal service upon you of this direction you are required to either,

(*a*) pay to the clerk of the court the amount owing or accruing from you to the judgment debtor or sufficient thereof to satisfy the judgment of the judgment creditor including costs; or

(*b*) file with the clerk of the court a statement signed by you stating,

(i) that at the time of the receipt by you of this direction to garnishee there was no money owing or accruing from you to the judgment debtor, and

(ii) where you rely upon a statutory or other defence or set-off, the particulars thereof.

Where an amount less than the amount of the judgment debt is paid to the clerk of the court, you are required to file with the clerk a statement signed by you in explanation thereof.

(*The following paragraph to be printed in capital letters*)

UPON YOUR DEFAULT IN COMPLYING WITH THE REQUIREMENT ABOVE SET OUT THE JUDGMENT CREDITOR MAY APPLY TO THE COURT FOR JUDGMENT AGAINST YOU, THE GARNISHEE, FOR AN AMOUNT EQUAL TO THE UNPAID PORTION OF HIS JUDGMENT AGAINST THE JUDGMENT DEBTOR AND FOR HIS COSTS.

Where the amount sought to be garnished is wages this notice shall be read subject to the provisions of *The Wages Act*.

B

NOTICE TO JUDGMENT DEBTOR

At any time within ten days after the mailing to or personal service upon you of this direction you may dispute this direction to garnishee or any of the statements therein contained by filing with the clerk of the court a notice setting out the particulars of your dispute.

C

NOTICE TO ALL PARTIES TO THIS PROCEEDING

Any of the parties to this proceeding, that is to say, any judgment creditor, judgment debtor or garnishee, may in writing request the clerk of the court to place it upon the trial list in order that the rights of any such party may be determined.

R.R.O. 1970, Reg. 801, Form 47.

**Form 48**

AFFIDAVIT OF SERVICE OF DIRECTION TO GARNISHEE UPON JUDGMENT DEBTOR

(section 146)

I,.....of the.....of.....in the.....of....., (*occupation*), make oath and say:

That I did on the.....day of....., 19... duly serve the above-named judgment debtor with a true copy of the direction to garnishee *by delivering it personally to the said judgment debtor, and that I necessarily travelled.....miles to make such service.

Sworn, etc. (as in Form 2).....Bailiff...

*If by registered mail, say:*

*by sending it by prepaid registered post to the said judgment debtor at....., of which the certificate of such registration is attached hereto.

(*or, this form may be used when the affidavit is endorsed on the direction to garnishee.*)

I SWEAR that this direction to garnishee was served by me on the.....day of....., 19... by delivering a true copy of it, personally, to the judgment debtor, and that I necessarily travelled.... miles to do so.

Sworn, etc. (as in Form 2).....Bailiff.

I SWEAR that this direction to garnishee was served by me on the.....day of....., 19... by sending a true copy of it by prepaid registered post to the judgment debtor at....., of which the certificate of such registration is attached hereto.

Sworn, etc. (as in Form 2)

(*Signature*)

R.R.O. 1970, Reg. 801, Form 48.

**Form 49**

AFFIDAVIT IN SUPPORT OF APPLICATION FOR A CONSOLIDATION ORDER

(section 151 (2) )

In the.....Small Claims Court of the.....of.....

IN THE MATTER OF AN APPLICATION FOR A CONSOLIDATION ORDER BY.....

OF.....IN THE CITY OF.....

IN THE COUNTY OF.....

I,....., of the.....of.....in the.....of....., (*occupation*), make oath and say:

1. That the following judgments have been recovered against me in the small claims court and the following amounts are still outstanding:

| Date | Court | Judgment Creditor | Amount of Judgment | Amount Outstanding |
|---|---|---|---|---|
| | | | | |

(*here list judgments under the above headings*)

2. That my income from all sources is as follows:

3. That I am (*occupation*) presently employed by .....at.....in the.....of.....in the.....of.....

4. That I am a married man having (a wife and two daughters aged 14 and 12 respectively) who are entirely dependent upon me, (*or as the case may be*).

or

That I am a single man (and support my mother who is entirely dependent upon me).

(*here list any other relevant facts*)

Sworn, etc. (as in Form 2)

R.R.O. 1970, Reg. 801, Form 50.

**Form 50**

NOTICE OF APPLICATION FOR CONSOLIDATION ORDER

(section 151 (3) )

(Commence as in Form 49)

TAKE NOTICE that an application will be made before His Honour Judge.....of the.....

Small Claims Court of the.....of.....

at.....at.....o'clock in the.....noon, on....

day, the.....day of....., 19... or so soon thereafter as the application may be heard, for an order consolidating the small claims court judgments

against....., judgment debtor.

Dated at.....this.....day of....., 19...

Judge.

To:
Judgment Creditor
etc.

NOTE: *Copy of affidavit must accompany notice of application.*

R.R.O. 1970, Reg. 801, Form 51.

## Form 51

### CONSOLIDATION ORDER

(section 151 (5))

(Commence as in Form 49)

Upon application of....., judgment debtor,

and upon reading the affidavit of....., filed, and upon hearing the solicitor(s) for the judgment debtor (and the judgment creditor or creditors):

IT IS ORDERED that the judgment debtor pay

to the clerk of the.....Small Claims Court of the County of.....on.....day of each and

every week (*or as the case may be*), commencing.....

day, the.....day of.....,19..., the sum of $.... to be distributed by the clerk of the said court on a *pro rata* basis among the following judgment creditors of the above-named judgment debtor, and such other judgment creditors as may file notice of their judgments with the clerk of this court, such payments to continue until the amounts outstanding on the judgments have been satisfied.

| Date Court | Judgment Creditor | Amount of Judgment | Amount Outstanding |
|---|---|---|---|
| | | | |

(*here list judgment creditors under the above headings*)

Dated at.....this.....day of....., 19...

Judge.

R.R.O. 1970, Reg. 801, Form 52.

## Form 52

### CONSOLIDATION ORDER ACCOUNT

(section 152 (2))

In the.....Small Claims Court of the.....

of.....No....., 19....

NAME OF DEBTOR

DATE OF CONSOLIDATION ORDER

AMOUNT TO BE PAID UNDER CONSOLIDATION ORDER

DATE OF PAYMENT

| No. of Court where process issued | Number of Cause | Name of Creditor | Amount Unsatisfied at date of order | |
|---|---|---|---|---|
| | | | | |

R.R.O. 1970, Reg. 801, Form 53.

## Form 53

| THIS SECTION TO BE USED FOR MONEY RECEIVED AND DISBURSED | | | | | | |
|---|---|---|---|---|---|---|
| Date | C.B. Folio | Amount Received | | Amount Paid Out | | Distribution Sheet No. |
| | | | | | | |

NOTE: *This form is to be used on the reverse side of Form 52.*

R.R.O. 1970, Reg. 801, Form 54.

Form 54

NOTICE OF JUDGMENT

(section 154)

(Title of Court and style of cause as in Form 2)

No....., 19....

TAKE NOTICE that judgment was recovered by the above-named plaintiff against the above-named defendant on.....day of....., 19..., for the sum of $....., and $.....costs of action, of which the full amount remains unsatisfied (*or* of which the sum of $.....has been paid by the defendant).

Given under the seal of the court this.....day of ....., 19....

Clerk

Small Claims Court of the.....of.....
(*Address*)

R.R.O. 1970, Reg. 801, Form 55.

Form 55

CERTIFICATE OF TERMINATION OF CONSOLIDATION ORDER

(section 156 (1))

TAKE NOTICE that as....., judgment debtor, is in default over twenty days on payment under consolidation order Number.....dated the.....day of ....., 19..., the consolidation order is terminated herewith.

Given under the seal of the court this.....day of....., 19....

Clerk,

Small Claims Court of the.....of.....
(*Address*)

R.R.O. 1970, Reg. 801, Form 56.

Form 56

DISTRIBUTION OF MONEY UNDER CONSOLIDATION ORDER

(section 157)

In the.....Small Claims Court of the.....

of.....

In the matter of....., Judgment Debtor.

To total amount paid into court.....

By clerk's fees payable by debtor (5%).....

Amount for distribution

LIST OF CREDITORS ENTITLED TO SHARE UNDER CONSOLIDATION ORDER

| Name of Creditor | Amount Unsatisfied at Date of Order | Pro rata Share % on to be Paid to Creditor | Less 5% and Postage Payable to Clerk | Payment to Creditor | Previous Payments to Creditors | Balance of Claim |
|---|---|---|---|---|---|---|
| | | | | | | |

Dated at.....this .....day of....., 19....

Clerk.

R.R.O. 1970, Reg. 801, Form 57.

Form 57

AFFIDAVIT FOR ATTACHMENT AGAINST ABSCONDING DEBTOR

(if made after action commenced, insert title of Court and style of cause as in Form 2)

I,....., of the.....of....., in the .....of.....(*or* I,....., of, etc., agent for the said....., of etc.), make oath and say:

1. That (*name of absconding debtor*) of (*or* late of) ....., in the County of....., is justly and truly indebted to me (*or* to the said.....) in the sum of $.....(*the amount here stated must not exceed $200, or be less than $4. If the claim is for a sum in excess of $200, such excess must be abandoned, unless the claim be for the recovery of a debt or money demand the amount or balance of which does not exceed $400, and the amount or original amount of the claim is ascertained by the signature of the defendant*), on a promissory note

for the payment of $....., made by the said (*name of absconding debtor*), payable to me (*or* the said .....,) at a day now past;

*Or* for goods sold and delivered
*Or* for goods bargained and sold
*Or* for crops bargained and sold
*Or* for money lent by me (*or* the said .....,) to the said (*name of absconding debtor*)

2. That I have good reason to believe, and do verily believe that * the said....., with intent and design to defraud me (*or* the said.....) of my (*or* his) said debt, has absconded from this province, leaving personal property liable to seizure under exe-

cution for debt in the.....of.....*

(*Or instead of matter between the asterisks*)

The said.....is attempting to remove his personal property liable to seizure under execution for debt out of this Province, or from the.....of .....to the.....of.....in this Province; with intent and design to defraud me (*or* the said .....) of my (*or* his) said debt; (*or* the said ....., keeps concealed in the.....of..... in this Province to avoid service of process) with intent and design to defraud me (*or* the said.....) of my (*or* his said debt.)

3. That this affidavit is not made by me, nor the process thereon to be issued, from any vexatious or malicious motive whatever.

Sworn, etc. (as in Form 2)

(*Signature of Deponent*)

R.R.O. 1970, Reg. 801, Form 58.

## Form 58

### ATTACHMENT AGAINST AN ABSCONDING OR REMOVING DEBTOR

(section 159)

To....., Bailiff of the.....Small Claims Court of the.....of.....(*or* to....., a constable of the.....of....., *as the case may be*)

You are hereby commanded to attach, seize, take and safely keep, all the personal property of....., (*naming the debtor*), an absconding, removing or concealed debtor, of what nature or kind soever, liable to seizure under execution for debt within the..... of....., or a sufficient portion thereof to secure (*here name the creditor*) for the sum of (*here state the amount sworn to be due*), together with the costs of his action thereupon, and to return this warrant, together with an inventory and appraisement of such property as you shall have attached, to the clerk of the..... Small Claims Court of the.....aforesaid forthwith; and herein fail not.

Witness my hand and seal (or the seal of the said court) the.....day of....., 19....

(Seal)

Clerk (*or* Justice of the Peace, *as the case may be*).

R.R.O. 1970, Reg. 801, Form 59.

## Form 59

### APPRAISER'S OATH ON ATTACHMENT CASES

(section 160)

You, and each of you, shall well and truly appraise the property mentioned in this inventory (*holding it in his hand*) according to the best of your judgment. So help you God.

R.R.O. 1970, Reg. 801, Form 60.

## Form 60

### APPRAISEMENT TO BE ENDORSED ON INVENTORY

(section 161)

We,....., and....., having been duly sworn by the bailiff,....., to appraise the property mentioned in the within inventory, to the best of our judgment, and having examined the same, do appraise the same at the sum of $.....

Witness our hands this.....day of....., 19....

R.R.O. 1970, Reg. 801, Form 61.

## Form 61

### ATTACHMENT UNDER THE WOODMAN'S LIEN FOR WAGES ACT

To....., Bailiff of the.....Small Claims Court of.....the.....of.....

You are hereby commanded to attach, seize, take and safely keep the logs and timber of....., of ....., composed of (*here describe the logs or timber*

*to be attached*), situated at....., or a sufficient portion thereof to secure (*the creditor*) for the sum of (*here state the amount sworn to be due*), together with the costs of his action and of the proceedings to enforce his lien thereupon, and to return this warrant

to the Clerk of the.....Small Claims Court in the aforesaid; and herein fail not.

Witness my hand and seal this.....day of.....,

19....

Clerk.

NOTE: The warrant must be issued under the hand and seal of the clerk, not under the seal of the court, though the clerk could probably adopt the court seal as his own. The warrant must be directed to the bailiff of the small claims court. It cannot be executed by a constable as in the case of an attachment under *The Small Claims Courts Act*.

R.R.O. 1970, Reg. 801, Form 62.

## Form 62

### BOND ON SEIZURE OR SALE OF PERISHABLE PROPERTY

(section 172 (1))

(Title of Court and style of cause as in Form 2)

Know all men by these presents, that we....., of.....(*insert place of residence and addition*) the above-named plaintiff,....., of, etc., and....., of etc., are, and each of us is, jointly and severally held and firmly bound to....., the above-named defendant, in the sum of $.....(*double the appraised value of the property*) to be paid to the defendant, his certain attorney, executors, administrators and assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, and each and every of us, binds himself, his heirs, executors and administrators firmly by these presents.

Sealed with our respective seals, and dated this .....day of....., 19....

Whereas the above-named plaintiff has sued out of the said court (*or* from a justice of the peace) a warrant of attachment against the property of the defendant, and has requested that certain perishable property, to wit (*specifying property*) belonging to the defendant, may be seized, and forthwith exposed and sold, under and by virtue of the said warrant of attachment (*or* whereas certain perishable property, to wit .....belonging to the defendant, has been seized under and by virtue of a warrant of attachment, issued out of the said court (*or* by a justice of the peace) in the above-named action, and has been duly appraised and valued at the sum of $.....and is now in the hands of the clerk of the said court; and whereas the plaintiff has requested the said clerk to expose and sell the said property as perishable property) according to the form of the statute in that behalf.

Now the condition of this obligation is such, that if the said plaintiff, his heirs, executors or administrators, do repay to the said defendant, his executors, or administrators, the value of the said property, together with all costs and damages, that may be incurred in consequence of the seizure and sale thereof, in case judgment be not obtained by the plaintiff, according to the Act: Then this obligation to be void or else to remain in full force and virtue.

Sealed and delivered in presence of | (L.S.) (L.S.) (L.S.)

(Add affidavit of execution)

R.R.O. 1970, Reg. 801, Form 63.

## Form 63

### BOND FOR SECURITY FOR COSTS, WHERE PLAINTIFF OUT OF ONTARIO

(Title of Court and style of cause as in Form 2)

Know all men by these presents—(*proceed with penal part of bond as in ordinary cases*).

Whereas, an action was upon the.....day of .....19..., entered by the above-named plaintiff against the above-named defendant, in the..... Small Claims Court of the.....of.....

And whereas, it has been made to appear that the said plaintiff does not reside in the Province of Ontario, and it has been ordered that proceedings herein shall be stayed until security for costs of the defendant shall have been given to the satisfaction of the clerk of the said court, or until deposit of a sufficient sum to meet and pay the said costs shall have been made with the clerk of the said court; and no such deposit having been made.

And whereas, the said plaintiff and the above bounden....., and....., as sureties for the said plaintiff, have agreed to give such security pursuant to the said order by entering into this obligation with the condition hereunder written; and this security has been approved by the clerk of the said court.

Now the condition of this obligation is such that if the said plaintiff, or any plaintiff substituted in his stead discontinues, becomes non-suit in the said action, or if the said defendant or any substituted defendant, obtain judgment or verdict therein then or in either of the said cases, if the above bounden .....,....., ....., or either of them, their or either of their heirs, executors or administrators, do pay or cause to be paid to the said defendant, his executors, administrators or assigns, his or their costs to be taxed in the said action, then this obligation to be void and of no effect, or otherwise to remain in full force and virtue.

Sealed with our seals and dated this.....day of ....., 19....

| | |
|---|---|
| Signed, sealed and delivered in presence of | (L.S.)<br>(L.S.)<br>(L.S.) |

(Add affidavit of execution)

R.R.O. 1970, Reg. 801, Form 64.

Form 64

PLAN FOR DISTRIBUTION

(section 166)

In the.....Small Claims Court of the.....of.....

In the matter of....., absconding debtor.

Plan for distribution of the amount levied by the bailiff of the said court of the property of the said debtor.

To total amount levied by sale of property.....$
By bailiff's fee.....$
By taxed costs of attaching creditor under whose attachment the seizure was made....
By costs of execution.....

Total amount for distribution $

List of attaching creditors entitled to share in moneys levied of the property of.....
Interest computed to....., 19....

| No. | Creditor | Principal | Costs | Interest | Total Claim | Pro rata share 68½ on $ | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Dated at.....this.....day of.....,19....

Clerk.

R.R.O. 1970, Reg. 801, Form 65.

Form 65

AFFIDAVIT OF SERVICE OF SUMMONS ON AN ABSCONDING DEBTOR BY LEAVING COPY, ETC., AT LAST PLACE OF ABODE OR DWELLING OF DEBTOR, NO PERSON BEING THERE FOUND

(Formal parts as in Form 2)

That I did on the.....day of.....,

19..., serve (*naming him*) the above-named defendant in this cause with the within (*or* "annexed") summons, and the particulars of claim therewith in cause, by leaving a true copy of each at the last place of abode or business of the defendant in this province, and that at the time of so leaving them there, no grown person could be there found, and that I

necessarily travelled.....miles to make such service.

R.R.O. 1970, Reg. 801, Form 66.

Form 66

AFFIDAVIT OF SERVICE OF SUMMONS ON AN ABSCONDING DEBTOR BY LEAVING COPY, ETC., WITH PERSON DWELLING AT HIS LAST PLACE OF ABODE

(Formal parts as in Form 2)

That I did on the.....day of.....,

19..., serve (*naming him*) the above-named defendant in this cause with the within (*or* "annexed") summons, and the particulars of claim therewith in this cause, by leaving a true copy of each at the last place of abode, or business, of the above-named defendant, with a grown person residing there, and

that I necessarily travelled.....miles to make such service.

R.R.O. 1970, Reg. 801, Form 67.

Form 67

PARTICULARS OF CLAIM IN INTERPLEADER

(rule 9)

In the.....Small Claims Court of the.....

of.....

Between

PLAINTIFF

—and—

DEFENDANT

—and—

CLAIMANT

To whom it may concern:

I,....., of the.....of....., in the

.....of....., claim as my property the following property or security, seized and taken in execution (*or* attached) as it is alleged, namely (*specify the property or security claimed*) and the grounds of claim are (*set forth in ordinary language the particulars, on which the claim is grounded, as how acquired, from whom, when, and the consideration paid or to be paid and when*).

Dated at.....this.....day of....., 19...

(*Signature of claimant*)

NOTE: *If any action for the seizure has been commenced, state in what court and how the action stands.*

R.R.O. 1970, Reg. 801, Form 68.

Form 68

CLAIM IN REPLEVIN

(rules 13 and 14)

(Title of Court and style of cause as in Form 2)

The above-named plaintiff claims from the above-named defendant the return of the following personal property, particulars of which are as follows:

(*here describe in detail the property claimed, the value and the facts of the unlawful detention or unlawful taking and detention*)

The plaintiff further claims from the defendant his costs of this action and damages in the sum of

$.....for the wrongful detention thereof.

Dated at.....this.....day of....., 19...

(*Signature of Plaintiff*)

R.R.O. 1970, Reg. 801, Form 69.

Form 69

AFFIDAVIT IN SUPPORT OF CLAIM IN REPLEVIN

(rule 15)

(Formal parts as in Form 2)

I,....., of the.....of.....in the

.....of.....(*occupation*), make oath and say:

1. That I am the claimant in the above action (*or* that I am solicitor or agent for the claimant).

2. That the facts set out in the particulars of claim are true.

3. That I know of no reason why the summons in replevin should not issue.

R.R.O. 1970, Reg. 801, Form 70.

Form 70

SUMMONS IN REPLEVIN

In the.....Small Claims Court of the

.....of.....

SUMMONS IN REPLEVIN

No..... 19....

Claim for Return of Goods & Damages $
Costs, Exclusive of Mileage
Mileage

Between

PLAINTIFF

—and—

DEFENDANT

(SEAL)

TO THE BAILIFF OF THE SAID COURT and TO THE ABOVE-NAMED DEFENDANT

You, the said bailiff, are commanded that without delay you do take the security required by law and cause to be replevied the personal property following, that is to say: (*here set out the description of the property as in the claim in replevin*) which the above-named plaintiff alleges to be of the value of

$....., (*here set out the value as in the claim in replevin*) in order that the above-named plaintiff may have his just remedy in that behalf.

And you, the above-named defendant, are hereby required to take notice that a statement of the claim of the above-named plaintiff is hereto annexed, and that unless within ten days after the service of this summons on you, you enter with the clerk of this court a notice in writing in duplicate that you dispute the claim giving particulars thereof, it will be considered that you have no defence, and the above-named plaintiff may proceed with the action in the same manner as if you had appeared and had admitted the plaintiff's right to the possession of the property, and final judgment may be entered against you by the clerk and the property shall then be delivered by the bailiff to the plaintiff.

If you file notice of dispute, information as to the time and place of trial may be obtained from the clerk of this court.

Given under the seal of the court this

.....day of....., 19....

Clerk,

Small Claims Court of the.....of.....
(*Address*)

R.R.O. 1970, Reg. 801, Form 71.

Form 71

REPLEVIN BOND

(rule 16)

Know all men by these presents that we, (*here give names, addresses and occupations of plaintiff and two sureties*) are jointly and severally held and bound to

....., Bailiff of the.....Small Claims Court

of the.....of.....in the sum of $....., to be paid to the said bailiff or his certain attorney, executors, administrators or assigns, for which payment, to be well and truly made we bind ourselves, and each and every of us in the whole, our and each, and every of our heirs, executors and administrators, firmly by these presents, sealed with our seals, and

dated this.....day of....., 19....

The condition of this obligation is such that if the above bounden plaintiff do prosecute his action with effect, and without delay, against the defendant for the taking and unjustly detaining (*or* unjustly detaining, *as the case may be*), of his property, to wit: (*here set forth the property distrained, taken or detained*), and do pay such damages, as the said defendant shall sustain by reason of the issuing of the summons in replevin, if the said plaintiff fails to recover judgment in the action, and shall also indemnify and save harmless the said defendant from all loss and damages which he may sustain by reason of the seizure and of any deterioration of the property in the meantime, in event of its being returned, and all costs, charges and expenses which the said defendant may incur, and further do observe, keep and perform all orders made by the judge in the action; then this obligation shall be void, or else remain in full force and effect.

| | |
|---|---|
| Signed, sealed and delivered in the presence of | (L.S.) |
| | (L.S.) |
| | (L.S.) |

R.R.O. 1970, Reg. 801, Form 72.

Form 72

FORM OF ASSIGNMENT TO BE ENDORSED, IF REQUIRED

(rule 16)

Know all men by these presents, that I,.....,

bailiff of the.....Small Claims Court of the.....

of....., do at the request of the within-named defendant, assign over this replevin bond unto the said defendant, pursuant to the rule in such case made and provided.

In witness whereof I have hereunto set my hand and seal this.....day of....., 19....

Signed, sealed and delivered in the presence of

(Seal)

R.R.O. 1970, Reg. 801, Form 73.

Form 73

INVENTORY OF PROPERTY REPLEVIED

(rule 19)

(Title of Court and style of cause as in Form 2)

An inventory of property by me this day replevied in the.....of.....in the.....of....., by virtue of a summons in replevin issued by....., Clerk of the.....Small Claims Court of the..... of....., on behalf of the plaintiff against the defendant: that is to say

*(here state all the articles replevied, and if part of the property specified in the summons is not replevied state the reasons therefor).*

Dated at.....this.....day of....., 19...

R.R.O. 1970, Reg. 801, Form 74.

Form 74

No. 195

PROCEDURE BOOK

SMALL CLAIMS COURT OF THE.....OF

vs.
vs.
vs.

Solicitor

| DATE | PARTICULARS OF SUIT | FEES LEVIED | | |
|---|---|---|---|---|
| | | CLERK'S FEES | BAILIFF'S FEES | TOTAL COST OF SUIT |
| | RECEIVED CLAIM FOR ($.....)<br>ISSUED SUMMONS TO<br><br>SUMMONS RET'D SERVED THE.....DAY OF<br>SUMMONS RET'D SERVED THE.....DAY OF<br>ON GARN<br>SUMMONS RET'D NOT SERVED THE.....DAY OF..... | | | |
| | | FEES PAID | | |
| | | DATE | AMOUNT | TOTAL |
| | THE DEFENDANT.....HAVING BEEN SERVED WITH SUMMONS AND PARTICULARS OF CLAIM AND NOT DISPUTING THE SAME, IT IS ADJUGDED THAT THE PLAINTIFF RECOVER $.....FOR DEBT, AND $.....FOR COSTS.<br><br>SIGNATURE OF CLERK | | | |

THIS SECTION TO BE USED FOR SUITOR'S MONEY ONLY
NO FEES TO BE ENTERED IN THIS SECTION.
EVERY ITEM ENTERED MUST BE ON A SEPARATE LINE.

| DATE | PARTICULARS OF PAYMENT | CASH BOOK FOLIO | NET AMOUNT RECEIVED | AMOUNT PAID OUT |
|---|---|---|---|---|
| | | | | |

R.R.O. 1970, Reg. 801, Form 75.

## Form 75

CLERK'S CASH BOOK

(section 26)

| Date Received | Style of Cause | No. of Action and year | Received From | Date paid out by Clerk | Signature or cheque No. | Amount Received | | Amount Paid Out | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

R.R.O. 1970, Reg. 801, Form 76.

## Form 76

(section 38)

CLERK'S FEE BOOK.....SMALL CLAIMS COURT

....., 19.... COUNTY OF.....

| Number of Process | Clerk's Costs on Summons | Clerk's Costs on Executions | Clerk's Costs on Foreign Summons | Number of Process | Clerk's Costs on Incompleted Actions Previous Year | Bailiff's Costs for serving and calling | Bailiff's Costs on Warrants and Executions | Bailiff's Costs on Foreign Summons |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

R.R.O. 1970, Reg. 801, Form 77.

Form 77

JUDGMENT DEBTORS' INDEX

| Name of Debtor (Surname first) | Date when the Examination took place | Number and the style of the Cause in which he was examined |
|---|---|---|
| | | |

(NOTE—This Index to be bound up in the Home Procedure Book—at the back)

R.R.O. 1970, Reg. 801, Form 78.

Form 78

ORDER BOOK

| Date 19.... | (If causes existing or Judgment signed). Style of Cause— | Process or proceeding to be issued or taken | Signature of Party or Solicitor |
|---|---|---|---|
| | | | |

R.R.O. 1970, Reg. 801, Form 79.

Form 79

FOREIGN PROCEDURE BOOK

(sections 22-23)

Small Claims Court of the.....of.....

No.

vs.

19....

| | | | | |
|---|---|---|---|---|
| | | Received summons from.....Small Claims Court, | | |
| | | .....County of..... Rec. | | |
| | | Issued summons to Bailiff..... Aff. | | |
| | | Summons ret'd. Served the.....day of..... | | |
| | | .....by..... Post. | | |
| | | Ret'd to Clerk of.....Small Claims Court, | | |
| | | .....County of..... | | |
| | | Bailiff's Fees | | |
| | | Miles | | |
| | | Ser. | | |
| | | Att. | | |

R.R.O. 1970, Reg. 801, Form 80.

## Form 80

### BAILIFF'S BOOK

.....BOOK OF....., BAILIFF OF THE.....SMALL CLAIMS COURT OF THE.....

| Number of Court whence the Process issued | Number of the Cause | Style of Cause | | Nature of Process | When Received | | Amount of Claims | When Executed | | Amount of Bailiff's Charges | Miles necessarily travelled | Amount Paid to Clerk | When Paid | Clerk's Signature | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Plaintiff | Defendant | | Month | Day | | Month | Day | | | | | | |
| | | | | | | | | | | | | | | | |

R.R.O. 1970, Reg. 801, Form 81.

### Form 81

### CERTIFICATE OF ENTRIES IN PROCEDURE BOOK

(section 22)

(Seal)

I,....., clerk of the.....Small Claims Court of the.....of....., do hereby certify as follows:

That in the procedure book of the said small claims court, the following entries (and no others) appear in a certain action in the said small claims court, wherein ....., is plaintiff and....., is defendant, which said entries are in the words and figures following, that is to say: (*here copy entries verbatim*).

And I further say that the page of the said procedure book, on which said entries are made is signed with the name of.....; and such signature is of the proper handwriting of me....., as such clerk (*or* of....., the then clerk) of the said court.

Given under my hand and the seal of the said court this.....day of....., 19....

Clerk.

R.R.O. 1970, Reg. 801, Form 82.

### Form 82

### LIST OF UNCLAIMED MONEY VERIFIED

(section 31)

List of unclaimed money paid into court or to me as clerk thereof which remain unclaimed for six years ending on the 31st day of December last past.

| For whom or on whose account money paid | When Paid | Style and No. of action | Amount |
|---|---|---|---|
| | | | |

I,....., clerk of the.....Small Claims Court of the.....of....., make oath and say that *the foregoing return is full and correct in every particular * (*or if no money remains unclaimed, instead of the matter between the asterisks say*, "no such money paid into court, or to me as clerk therefore remain unclaimed for six years next before 31st day of December last past.")

Sworn, etc. (as in Form 2)

Clerk.

R.R.O. 1970, Reg. 801, Form 83.

### Form 83

### CLERK'S CERTIFICATE OF PROCEEDINGS TO APPELLATE COURT

(section 111)

(Title of Court and style of cause as in Form 2)

I,....., clerk of the said court, do hereby certify to the clerk of the Central Office, Toronto, ....., that the annexed papers contain the summons in this action, the claim, and any notice or notices of defence and of the evidence and all objections and exceptions thereto, and of all motions or orders made, granted or refused herein ("together with such notices of the judge's charge as have been made, if the cause tried by a jury"), the judgment or decision in writing (*or* "the notes thereof") and all affidavits filed or used in the action, together with all other papers filed in the action affecting the questions raised by the appeal.

Given under my hand and the seal of the said court this.....day of....., 19....

(Seal of the court)

Clerk.

R.R.O. 1970, Reg. 801, Form 84.

### Form 84

### FORMS OF OATHS, ETC.

1. To a witness at the trial who swears upon the Bible:

"The evidence you shall give to the court (and jury sworn) touching the matters in question between the parties, shall be the truth, the whole truth, and nothing but the truth. *So help you God*"

2. To a witness who swears with uplifted hand:

Add to the foregoing, after the last word "*truth*", "and this you do swear in the presence of the everliving God, and as you shall answer to God at the great judgment day. *So help you God.*"

3. To a Hebrew:

He is to be directed to cover his head, the Pentateuch is to be opened and placed before him, then proceed as in the first form, only make use of the name "*Jehovah*", instead of "*God.*"

4. To a Quaker, Mennonite or Tunker, or member of the church known as *Unitas Fratrum* or United Brethren, or other person allowed by law to affirm:

The witness is to be directed to repeat his name, after the clerk, and the following: "I, *K.L.*, do solemnly, sincerely and truly declare and affirm that I am one of the society called Quakers," (*or* Mennonite, Tunkers of *Unitas Fratrum* or Moravians *as the case may be*), after which, the affirmant, repeating his name, "I, *K.L.*, do solemnly, sincerely, and truly affirm and declare that the evidence I shall give to this Court, touching the matters in question, etc."

5. To any other person desiring to affirm:

I, *M.N.*, do solemnly, sincerely and truly affirm and declare that the taking of an oath is, according to my religious belief, unlawful; and I do solemnly, sincerely, and truly affirm and declare, etc. (*as in Form 4 above*).

6. To an interpreter (where witnesses cannot speak English, or are deaf or dumb).

"You shall truly interpret between the parties in this cause the evidence of, and the witness produced. *So help you God.*"

7. To jury called by parties:

"You and each of you shall well and truly try the matters in difference between the parties, do justice between them, and a true verdict give according to the evidence. *So help you God*",

8. To jury called by the judge:

"You and each of you shall well and truly try the facts controverted in this cause between the parties, and a true verdict give according to the evidence. *So help you God.*"

9. To a defendant who appears upon a judgment summons:

"You shall true answers make to all such questions as shall be put to you touching the subject upon which you have been now summoned to appear for examination, and what you shall state respecting the same shall be the truth, the whole truth and nothing but the truth. *So help you God.*"

10. To the officer who conducts a retiring juror out of court:

"You shall retire with such jurors as have leave of absence from this Court, you shall not speak to them yourself in relation to the subject of this trial, nor suffer any person to speak to them, and you shall return with them without unnecessary delay. *So help you God.*"

11. To the officer, when the jury retire to consider their verdict:

"You shall keep every person sworn on this jury in some private and convenient place; you shall not suffer any person to speak to them, or speak to them yourself, except to ask them whether they have agreed on their verdict. *So help you God.*"

12. To a deponent or affirmant making an affidavit or affirmation:

"You do swear (or affirm) that the contents of this affidavit (*or* affirmation) to which you have subscribed your name (*or* made your mark) are just and true. *So help you God.*" (*or* "and so you solemnly, sincerely and truly declare and affirm.)

13. JURAT TO AFFIDAVIT BY ILLITERATE OR BLIND DEPONENT

Sworn by the above-named deponent,....., at

....., in the county of....., on....., and I certify that the affidavit was first read in my

presence to said....., who seemed perfectly to understand the same, and wrote his signature (*or* made his mark) thereto in my presence.

*Clerk, etc.*
*Or as the case may be*

14. AFFIRMATION BY QUAKERS, ETC. AND JURAT THERETO (Title of Court and style of cause as in Form 2)

I,....., of....., etc., do solemnly, sincerely and truly declare and affirm that I am one of the society called Quakers (*or* Mennonites, Tunkers, *Unitas Fratrum* or Moravians, *as the case may be*), and I do also solemnly, sincerely and truly declare and affirm as follows, that is to say (*state the facts*).

| | |
|---|---|
| Solemnly affirmed at....., | |
| in the county of....., | A.B. |
| on....., before me. | |

*Clerk, etc.*
*Or as the case may be*

R.R.O. 1970, Reg. 801, Form 85.

Form 85

SUMMONS FOR ASSAULTING A BAILIFF OF THE COURT WHILST IN THE EXECUTION OF HIS DUTY

(section 179)

In the.....Small Claims Court of the.....

of.....

In the matter of a complaint made by....., Bailiff of the said Court,

To.....

You are hereby summoned to appear at a sitting of the.....Small Claims Court to be held at ....., on the.....day of....., 19...., at....o,clock in the forenoon, to answer a complaint made against you by....., the bailiff of the said court, and to show cause why an order should not be made against you, under *The Small Claims Court Act*, for payment of a sum not exceeding $20 for an assault committed by you on....., the.....day of.....upon the said bailiff whilst in the execution of his duty as such bailiff (and also for that you did on the same day rescue, or attempt to rescue, certain property levied by the said bailiff under process of this court).

Dated at.....this.....day of....., 19...

Judge.

(*To be served personally ten clear days before the return day*).

R.R.O. 1970, Reg. 801, Form 86.

# REGULATION 918

under the Small Claims Courts Act

## SMALL CLAIMS COURTS JUDGES

**1.**—(1) The Crown may enter into an agreement with an insurance underwriter for the purpose of providing a supplementary life insurance plan for judges appointed under section 11 of the Act.

(2) The supplementary life insurance plan under this section shall provide to each judge appointed under section 11 of the Act group life insurance coverage equal to three times the annual salary of the judge.

(3) The life insurance coverage under this section is in addition to any other life insurance coverage provided for judges appointed under section 11 of the Act.

(4) The premium for the life insurance coverage under this section shall be paid by the Crown. O. Reg. 970/80, s. 1.

**2.** The annual salary of a judge appointed under section 11 of the Act shall be $56,000. O. Reg. 1118/80, s. 1.

# REGULATION 919

under the Small Claims Courts Act

TARIFF OF FEES

**1.** The fees payable to clerks are those set out in Schedule 1. O. Reg. 647/77, s. 1.

**2.** The fees payable to bailiffs are those set out in Schedule 2. O. Reg. 647/77, s. 2.

**3.** The fees payable to appraisers and witnesses are those set out in Schedule 3. O. Reg. 647/77, s. 3.

## Schedule 1

CLERK'S FEES

1. Upon filing claims and third party claims.

| | | |
|---|---|---|
| i. | Where claim is $ 10 and under | $ 3.00 |
| | Where claim exceeds $ 10 and does not exceed $ 20 | 4.15 |
| | Where claim exceeds $ 20 and does not exceed $ 60 | 4.50 |
| | Where claim exceeds $ 60 and does not exceed $100 | 6.25 |
| | Where claim exceeds $100 and does not exceed $200 | 7.75 |
| | Where claim exceeds $200 and does not exceed $400 | 10.00 |
| | Where claim exceeds $400 | 12.00 |
| ii. | Where there is more than one defendant including a garnishee before judgment, or a defendant in an action of interpleader or replevin, for each extra defendant | 1.00 |
| iii. | For each original action entered to cover postage and handling | 4.00 |

2. Receiving transmission from another small claims court for service 1.00
Handling and postage .50
1.50

3. Transmitting papers to another small claims court for service, including postage and handling. 1.00

4. Receiving and entering a summons transferred from another small claims court on a judge's order. (This item is to be borne by the plaintiff and payable in the court where the action was commenced) 2.00

5. Issuing summons to witness. Original and one copy 1.00
Each additional copy .50

6. Transmitting transcripts to another small claims court 1.00
Handling and postage .50
1.50

7. Receiving transcript of judgment 1.00

8. Receiving a supreme or county court judgment, or a process from a provincial court, for garnishee proceedings 10.00

9. Filing affidavit and issuing direction to garnishee, including preparation of affidavit where necessary 3.50

10. Placing garnishee proceeding on the trial list 2.00
Handling and postage .50
2.50

| | |
|---|---|
| 11. Issuing judgment summons | $ 5.00 |
| 12. Issuing writ of execution | 5.00 |
| 13. Issuing warrant of commitment, including judge's order and renewal if necessary | 3.00 |
| 14. Furnishing duly certified copies of summons, notices and papers with all proceedings for the purpose of appeal | 1.00 |
| 15. Certified true copy of judgment | 1.00 |
| 16. Preparation and filing of consolidation order | 40.00 |

17. If registered post is necessary for transmission of any of the above documents, the full cost of postage shall be paid as an additional fee.

| | |
|---|---|
| 18. Search by a person not a party to the suit or proceedings | 1.00 |
| 19. Preparation of records of judgment—per name | .25 |

CLERK'S ALLOWANCES

20.—(1) Every clerk is entitled to retain for his own use in each year all the gross fees earned by him in that year to and including $50,000 and on the excess over $50,000, 50 per cent thereof.

(2) Where the gross fees earned by a clerk in a year are equal to or less than $19,999 there shall be paid to the clerk an additional allowance equal to 40 per cent of such gross fees.

(3) Where the gross fees earned by a clerk in a year exceed $19,999 but are equal to or less than $39,999 there shall be paid to the clerk an additional allowance equal to 20 per cent of such gross fees.

(4) Where the gross fees earned by a clerk in a year exceed $39,999 but are equal to or less than $49,999 there shall be paid to the clerk an additional allowance equal to 10 per cent of such gross fees.

(5) Notwithstanding subitems (2), (3) and (4), where a clerk in a territorial district earns in a year gross fees that are equal to or less than $49,999, there shall be paid to the clerk an additional allowance equal to 40 per cent of such gross fees, but such additional allowance shall not exceed $10,000.

O. Reg. 647/77, Sched. 1; O. Reg. 932/79, s. 1; O. Reg. 461/80, s. 1.

## Schedule 2

BAILIFF'S FEES

1. For service of summons and third party summons.

| | |
|---|---|
| i. Where claim is $ 10 and under | $2.00 |
| Where claim exceeds $ 10 and does not exceed $ 20 | 2.85 |
| Where claim exceeds $ 20 and does not exceed $ 60 | 3.25 |
| Where claim exceeds $ 60 and does not exceed $100 | 4.75 |
| Where claim exceeds $100 and does not exceed $200 | 5.25 |
| Where claim exceeds $200 | 5.50 |

ii. An additional fee, equal to the fee payable pursuant to subitem (i) shall be paid where there is more than one defendant including a garnishee before judgment or a defendant in an action of interpleader or replevin, for each extra defendant.

2. Subject to item (3), for each kilometre necessarily travelled other than in an unsuccessful attempt to effective service, one way,

(*a*) in northern Ontario ..... $ .31

in southern Ontario ..... .30

For the purposes of this item, the dividing line between southern and northern Ontario is as follows:

Highway No. 12 from Penetanguishene through Midland to its junction with No. 7 north of Sunderland, No. 7 eastward to Perth, No. 15 to Carleton Place, No. 29 to Arnprior, No. 17 to Renfrew, the paved county road from Renfrew through Douglas to Pembroke, No. 17 Pembroke to Chalk River; the said highways to be included in southern Ontario.

3.—(1) In the following courts, a travelling allowance will be allowed to the bailiff only in excess of sixteen kilometres:

| County, District/Judicial District | Number |
|---|---|
| Ottawa-Carleton | 7 |
| Hamilton-Wentworth | 1 |
| York | 1, 8, 9 and 12 |

(2) A fee in lieu of actual kilometres travelled, in courts set out in subitem (1) shall be allowed, for each service or unsuccessful service (one fee only) ..... 1.00

(3) In all courts not listed in subitem 1, for each unsuccessful service ..... 1.00

4. Service of summons to witness ..... 2.00

5. Service of direction to garnishee on garnishee ..... 2.00

6. Service of direction to garnishee on debtor ..... 2.00

7. Service of judgment summons ..... 4.00

8. The fee for enforcing a writ of execution or any other process after judgment, excepting committal warrants, shall be that set out in item (1), in respect of the amount of the judgment.

9. On every schedule of property seized, attached or replevied, including affidavit of appraisal when necessary, the fee shall be that set out in item (1), in respect of the amount of the judgment.

10. Posting three notices of sale under execution or under attachment ..... 1.00

11. Reasonable allowance and disbursements, necessarily incurred to remove property seized, and for assistance in the seizure, or securing or retaining of property.

12. If the execution or process in attachment in the nature of execution is satisfied in whole or in part after seizure and before sale, whether by action of the parties or otherwise, 5 per cent of the amount directed to be levied or 5 per cent of the amount of the value of the property seized, whichever is the lesser.

13. Enforcing committal warrant ..... 6.00

BAILIFF'S ALLOWANCES

14.—(1) Every bailiff is entitled to retain to his own use in each year all the gross fees earned by him that year to and including $40,000, and on the excess over $40,000, 50 per cent thereof.

(2) Where the gross fees earned by a bailiff in a year are equal to or less than $29,999, there shall be paid to the bailiff an additional allowance equal to 30 per cent of such gross fees.

(3) Where the gross fees earned by a bailiff in a year exceed $29,999 but are equal to or less than $39,999 there shall be paid to the bailiff an additional allowance equal to 10 per cent of such gross fees.

(4) Notwithstanding subitems (2) and (3), where a bailiff in a territorial district earns in a year gross fees that are equal to or less than $39,999, there shall be paid to the bailiff an additional allowance equal to 40 per cent of such gross fees, but such additional allowance shall not exceed $8,000.

O. Reg. 647/77, Sched. 2; O. Reg. 495/79, ss. 1, 2; O. Reg. 932/79, s. 2.

## Schedule 3

### Fees to Witnesses and Appraisers

#### ALLOWANCES TO WITNESSES

1. For attendance in court—per day ..... $ 1.00

2. Barristers, solicitors, physicians, surgeons, engineers and veterinary surgeons, who are not parties to the cause, when they attend to give evidence of a professional service rendered by them or to give a professional opinion—per day ..... 4.00

3. Where a witness resides more than 5.0 kilometres from the place where the court is held, his reasonable travelling expenses actually incurred not exceeding 30 cents per kilometre, one way.

4. Where a witness attends in more than one case his allowance referable to each case shall be the proportion of the allowance that the case bears to the total number of cases.

#### FEES OF APPRAISERS

5. To each appraiser for each day actually employed in appraising property seized under warrant of attachment ..... $2.00

O. Reg. 647/77, Sched. 3; O. Reg. 495/79, s. 3.

# REGULATION 920

under the Stock Yards Act

## MANAGEMENT

**1.**—(1) The officers of the Board shall include a secretary and a treasurer.

(2) The same person may be appointed secretary and treasurer. R.R.O. 1970, Reg. 803, s. 1.

**2.** The manager shall perform the duties and exercise the powers that, from time to time, are assigned to him by the Board. R.R.O. 1970, Reg. 803, s. 2.

**3.** The secretary shall keep a record of all meetings of the Board and shall give notice of all meetings of the Board and shall perform such other duties as are, from time to time, assigned to him by the Board. R.R.O. 1970, Reg. 803, s. 3.

**4.** The treasurer shall have the custody of the cash, securities, books and accounts of the Board and shall perform such other duties as are, from time to time, assigned to him by the Board. R.R.O. 1970, Reg. 803, s. 4.

**5.** Cheques, drafts, bills of exchange and orders for the payment of money shall be signed by such officer or officers or person or persons and in such manner as the Board from time to time determines. R.R.O. 1970, Reg. 803, s. 5.

**6.** The corporate seal of the Board shall consist of a quinquefoliate symbol within two concentric circles, the inner circle composed of period marks and the outer of gross hachure lines, and between the circles shall appear the words and symbol "ONTARIO STOCK YARDS BOARD+" and whenever used the seal shall be authenticated by the signatures of the chairman and the secretary of the Board. R.R.O. 1970, Reg. 803, s. 6.

# REGULATION 921

under the Superannuation Adjustment Benefits Act

DESIGNATION AND REVIEW COMMITTEE—CAUCUS EMPLOYEES RETIREMENT PLAN

**1.** The Act applies to the Caucus Employees Retirement Plan and all groups of contributors to and recipients from the Plan. O. Reg. 966/77, s. 1.

**2.**—(1) The review committee established by Ontario Regulation 966/77 is continued for the purpose of section 13 of the Act. O. Reg. 966/77, s. 2 (1), *revised*.

(2) The review committee shall be composed of an equal number of representatives of the Board of Internal Economy of the Assembly and the employees who contribute to the Caucus Employees Retirement Plan, but in no case shall the committee be composed of more than six members. O. Reg. 966/77, s. 2 (2).

**3.** Each group of representatives may be accompanied by an actuary at meetings of the committee to provide advice and counsel. O. Reg. 966/77, s. 3.

**4.**—(1) In this section "account" means the account under the Superannuation Adjustment Fund Account in relation to the Caucus Employees Retirement Plan.

(2) The review committee shall meet at least once a year, or more frequently as may be agreed upon by the groups of representatives composing the committee, and its terms of reference are to,

(*a*) facilitate communications between employee organizations and the employer respecting the monitoring of the account;

(*b*) receive and consider annually the report of employee and employer contributions to the Adjustment Fund, together with estimates of future contributions;

(*c*) consider annually an actuarial report showing the benefits paid to date, accompanied by an estimate of future benefits to be paid;

(*d*) make recommendations with respect of the term of investment of the moneys of the account;

(*e*) receive and consider annually a report of the interest income and net value of the account together with estimated future interest income and net value figures;

(*f*) make recommendations respecting future contributions to, and benefits payable from, the Adjustment Fund; and

(*g*) consider and make recommendations on any other subject that relates to the account and that is agreed upon by the review committee. O. Reg. 966/77, s. 4.

# REGULATION 922

under the Superannuation Adjustment Benefits Act

DESIGNATION AND REVIEW COMMITTEE—PUBLIC SERVICE SUPERANNUATION FUND

**1.** The Act applies to the Public Service Superannuation Fund. O. Reg. 1006/75, s. 1; O. Reg. 73/77, s. 2.

**2.**—(1) The review committee established by Ontario Regulation 73/77 is continued for the purposes of section 13 of the Act in respect of the account under the Superannuation Adjustment Fund Account in relation to the Public Service Superannuation Fund. O. Reg. 73/77, s. 3, *part, revised.*

(2) The review committee shall be composed of an equal number of,

(*a*) representatives of the Government of Ontario; and

(*b*) representatives from each employee organization that represents a group of employees who contribute to the Public Service Superannuation Fund, in the proportion of one representative for each 15,000 employees in each group of employees,

but the total number of members of the review committee shall not exceed twelve representatives. O. Reg. 73/77, s. 3, *part.*

**3.** The representatives of the Government of Ontario may be accompanied by an actuary and the representatives of each employee organization may be accompanied by an actuary at meetings of the committee to provide advice. O. Reg. 73/77, s. 3, *part.*

**4.**—(1) In this section, "account" means the account under the Superannuation Adjustment Fund Account in relation to the Public Service Superannuation Fund.

(2) The review committee shall meet at least once a year, or more frequently as may be agreed upon by the groups of representatives composing the committee, and its terms of reference are to,

(*a*) facilitate communications between employee organizations and the Government of Ontario respecting the monitoring of the account;

(*b*) receive and consider annually the report of employee and employer contributions to the Adjustment Fund, together with estimates of future contributions;

(*c*) consider annually an actuarial report showing the benefits paid to date, accompanied by an estimate of future benefits to be paid;

(*d*) make recommendations with respect to the term of investment of the moneys of the account;

(*e*) receive and consider annually a report of the interest income and net value of the account together with estimated future interest income and net value figures;

(*f*) make recommendations respecting future contributions to, and benefits payable from, the Adjustment Fund; and

(*g*) consider and make recommendations on any other subject that relates to the account and that is agreed upon by the review committee. O. Reg. 73/77, s. 3, *part.*

# REGULATION 923

under the Superannuation Adjustment Benefits Act

DESIGNATION AND REVIEW COMMITTEE—RETIREMENT PENSION PLAN OF RYERSON POLYTECHNICAL INSTITUTE

**1.** The Act applies to the Retirement Pension Plan of Ryerson Polytechnical Institute and all groups of contributors to and recipients from the Plan. O. Reg. 534/77, s. 1.

**2.**—(1) The review committee established by Ontario Regulation 534/77 is continued for the purpose of section 13 of the Act. O. Reg. 534/77, s. 2 (1), *revised*.

(2) The review committee shall be composed of an equal number of representatives of the Board of Governors of Ryerson Polytechnical Institute and the employees of the Institute who contribute to the Retirement Pension Plan of the Institute, but in no case shall the committee be composed of more than six members. O. Reg. 534/77, s. 2 (2).

**3.** Each group of representatives may be accompanied by an actuary at meetings of the committee to provide advice and counsel. O. Reg. 534/77, s. 3.

**4.**—(1) In this section, "account" means the account under the Superannuation Adjustment Fund Account in relation to the Retirement Pension Plan of Ryerson Polytechnical Institute.

(2) The review committee shall meet at least once a year, or more frequently as may be agreed upon by the groups of representatives composing the committee, and its terms of reference are to,

(*a*) facilitate communications between employee organizations and the employer respecting the monitoring of the account;

(*b*) receive and consider annually the report of employee and employer contributions to the Adjustment Fund, together with estimates of future contributions;

(*c*) consider annually an actuarial report showing the benefits paid to date, accompanied by an estimate of future benefits to be paid;

(*d*) make recommendations with respect to the term of investment of the moneys of the account;

(*e*) receive and consider annually a report of the interest income and net value of the account together with estimated future interest income and net value figures;

(*f*) make recommendations respecting future contributions to, and benefits payable from, the Adjustment Fund; and

(*g*) consider and make recommendations on any other subject that relates to the account and that is agreed upon by the review committee. O. Reg. 534/77, s. 4 (2-4).

# REGULATION 924

under the Superannuation Adjustment Benefits Act

DESIGNATION AND REVIEW COMMITTEE —TEACHERS' SUPERANNUATION FUND

**1.** The Act applies to the Teachers' Superannuation Fund and all groups of contributors and recipients thereunder. O. Reg. 894/75, s. 1.

**2.**—(1) The review committee established by Ontario Regulation 894/75 is continued for the purposes of section 13 of the Act. O. Reg. 894/75, s. 2 (1), *revised*.

(2) The committee shall be composed of an equal number of representatives from the Government of Ontario and the Ontario Teachers' Federation, but in no case shall the committee be composed of more than eight members.

(3) Each group of representatives may be accompanied by an actuary at meetings of the committee to provide advice and counsel.

(4) The committee shall meet at least once a year, or more frequently as may be mutually agreed upon, and its terms of reference are to,

(*a*) facilitate communications between the Ontario Teachers' Federation and the Government of Ontario respecting the monitoring of the Adjustment Fund Account;

(*b*) receive and consider annually the report of member and Government of Ontario contributions to the Adjustment Fund Account, together with estimates of future contributions;

(*c*) consider annually an actuarial report showing the benefits paid to date, accompanied by an estimate of future benefits to be paid;

(*d*) make recommendations with respect to the term of investment of the Adjustment Fund Account moneys;

(*e*) receive and consider annually a report of the investments and net value of the Adjustment Fund Account together with estimated future investments and net value figures;

(*f*) make recommendations respecting future contributions to, and benefits payable from, the Adjustment Fund Account; and

(*g*) consider and make recommendations on any other subject related to the Adjustment Fund Account as may be agreed upon between the Government of Ontario and the Ontario Teachers' Federation. O. Reg. 894/75, s. (2)-4).

# REGULATION 925

under the Surrogate Courts Act

## RULES OF PRACTICE—SURROGATE COURT

### APPLICATIONS FOR PROBATE, ADMINISTRATION AND GUARDIANSHIP

**1.** An application for probate, administration or guardianship shall be made by the filing of the prescribed form of application. O. Reg. 143/78, r. 1.

**2.** No probate or letters of administration with the will annexed shall issue until after the lapse of seven days from the death of the testator, and no letters of administration shall issue until after the lapse of fourteen days from the death of the intestate unless in either case, the judge otherwise directs. O. Reg. 143/78, r. 2.

**3.** Where two or more competing applications for a grant are made, the judge shall determine upon a summary application which prevails. O. Reg. 143/78, r. 3.

### PROBATE

**4.** On an application for probate or for administration with the will annexed, the due execution of the will and of every codicil thereto shall be proved by affidavit of one of the subscribing witnesses, made in the prescribed form and made either prior to or after the death of the testator, but if an affidavit cannot be obtained from either of them, the due execution of the will may be established by other evidence. O. Reg. 143/78, r. 4.

**5.** When a holograph will is presented for probate or with an application for administration with will annexed the applicant shall submit proof of execution thereof in the prescribed form or in such other form as the judge may require to satisfy him that the entire will, including the signature thereto, is in the proper handwriting of the deceased. O. Reg. 143/78, r. 5.

**6.** No affidavit of execution of a will or codicil and no affidavit of plight shall be sworn by a witness to the will or codicil before another witness to the will or codicil. O. Reg. 143/78, r. 6.

**7.** Where it is proved that a will is made in accordance with section 5 of the *Succession Law Reform Act* due execution thereof may be proved by evidence that the signature is that of the deceased. O. Reg. 143/78, r. 7.

**8.** A will and every codicil shall be identified by the signature of the applicant. O. Reg. 143/78, r. 8.

**9.** Where in a will there appear interlineations, alterations, erasures or obliterations that have not been attested, such interlineations, alterations, erasures or obliterations shall not be regarded or included in the probate unless it is shown that they existed in the will before its execution or have been rendered valid by republication of the will or by the subsequent execution of a codicil thereto. O. Reg. 143/78, r. 9.

**10.** Where words have been erased or obliterated that may have been of importance, or where the appearance of the will is such as to indicate an attempted cancellation by burning, tearing or the like, or where any suspicious circumstances exist, probate shall not be granted until all such matters have been explained to the satisfaction of the judge. O. Reg. 143/78, r. 10.

**11.** If a will is not dated or is dated imperfectly, one of the attesting witnesses shall furnish evidence of the date of execution, or where such evidence cannot be obtained, evidence shall be furnished of the execution between two definite dates, or that search has been made and that no will of presumably later date has been found. O. Reg. 143/78, r. 11.

**12.** Where the deceased died testate it shall be shown by a certificate of the registrar that no will of later date than the will tendered has been deposited in his office. O. Reg. 143/78, r. 12.

**13.**—(1) Where a beneficiary or the spouse of a beneficiary witnesses a will or codicil or signs for the testator, if the provisions made therein for such beneficiary are void by reason of section 12 of the *Succession Law Reform Act*, such fact shall be endorsed on the will or codicil by the registrar and such endorsement shall appear on the copy of the will or codicil attached to the grant.

(2) Where a devise or bequest of a beneficial interest in property to a former spouse, or an appointment of a former spouse as executor or trustee, or the conferring of a general or special power of appointment on a former spouse are revoked by reason of section 17 of the *Succession Law Reform Act*, such fact shall be endorsed on the will or codicil by the registrar and such endorsement shall appear on the copy of the will or codicil attached to the grant. O. Reg. 143/78, r. 13.

### DOUBLE PROBATE

**14.** Where all of the executors named in a will have not made application for probate and the

right has been reserved to one or more of them to make application for probate at some future time, or if an alternative executor is called upon to complete the administration, and, in either case, if it is desired to have the appointment of such executor or executors confirmed by the court, the grant for which the application is made shall be termed "double probate". O. Reg. 143/78, r. 14.

**15.** An application for double probate shall be made by the filing of the prescribed form of application. O. Reg. 143/78, r. 15.

**16.** The original letters probate shall be surrendered with the application, or if the original has been lost the filing of a court certified copy of the grant shall be sufficient. O. Reg. 143/78, r. 16.

SOLEMN FORM

**17.** Where the circumstances appear to justify the direction, the judge may require that proof be made in solemn form. O. Reg. 143/78, r. 17.

**18.** Where probate or letters of administration with the will annexed are sought of a will that is lost or destroyed, the proof shall be made in solemn form. O. Reg. 143/78, r. 18.

ADMINISTRATION

**19.** Upon an application for letters of administration of the estate of an intestate, it shall be shown by a certificate of the registrar that no will has been deposited in his office. O. Reg. 143/78, r. 19.

**20.** Subject to section 54 of the Act, upon an application for letters of administration the names of those persons entitled to share on the intestacy shall be shown, and it shall be shown that every person entitled to a grant in priority has consented or renounced, otherwise a citation shall be served upon those who have not so consented or renounced, calling upon them to show cause why administration should not be granted to the applicant. O. Reg. 143/78, r. 20.

**21.** The judge may direct notice to be given to, or consent to be obtained from, any of the next of kin equally entitled to administration. O. Reg. 143/78, r. 21.

**22.** Where there are no known next of kin or where the only next of kin are infants, notice shall be published in such newspapers as the judge directs. O. Reg. 143/78, r. 22.

ADMINISTRATION DE BONIS NON ADMINISTRATIS

**23.** Upon the death of the administrator of an estate leaving part of the assets unadministered, an application may be made for a grant of letters of administration *de bonis non administratis* to complete the administration of the estate. O. Reg. 143/78, r. 23.

**24.** An application for administration *de bonis non administratis* shall be made by filing of the prescribed form of application. O. Reg. 143/78, r. 24.

**25.** The original grant shall be surrendered with the application, or if the original has been lost the filing of a court certified copy of the grant shall be sufficient. O. Reg. 143/78, r. 25.

ADMINISTRATION DE BONIS NON ADMINISTRATIS WITH WILL ANNEXED

**26.** Where the executor of an estate has died intestate and there are no other executors to carry on the administration of the estate or where the administrator with the will annexed of an estate has died leaving part of the estate unadministered, the beneficiaries under the will may nominate any person to make application for a grant of administration *de bonis non administratis* with the will annexed to complete the administration of the estate. O. Reg. 143/78, r. 26.

**27.** An application for administration *de bonis non administratis* with will annexed shall be made by the filing of the prescribed form of application. O. Reg. 143/78, r. 27.

**28.** The original grant shall be surrendered with the application, or if the original has been lost the filing of a court certified copy of the grant shall be sufficient. O. Reg. 143/78, r. 28.

ANCILLARY GRANTS

**29.** Where a foreign court of competent jurisdiction has granted probate of administration with the will annexed of an estate that includes property in Ontario, and application for ancillary probate or administration with the will annexed is made and it is shown that the executor or administrator is by the law of the domicile of the deceased entitled to receive the property, and the inventory required by section 57 of the Act is filed, ancillary letters shall be issued. O. Reg. 143/78, r. 29.

**30.** It is not necessary to produce the original will, but an exemplification of the foreign grant shall be marked as an exhibit to the affidavit of the applicant, identified by his signature and filed. O. Reg. 143/78, r. 30.

RESEALING

**31.** Every application for resealing shall be by petition and all material facts shall be verified by affidavit except that the grant sought to be resealed may be accepted as proof of death and, in case of testacy, of the execution of the will and that it is

the last will of the deceased, and in case of intestacy, that the deceased left no will. O. Reg. 143/78, r. 31.

**32.** A certified copy of the grant sought to be resealed shall be filed. O. Reg. 143/78, r. 32.

SECURITY TO BE GIVEN

**33.** The security to be given by administrators, foreign executors and guardians shall be by the bond of a guarantee company or by personal bond in the appropriate form with due affidavits of execution and justification to the satisfaction of the judge who may, if he considers it necessary, require the personal attendance of the sureties before him for examination. O. Reg. 143/78, r. 33.

**34.**—(1) The sureties in administration and guardianship bonds, if not a guarantee company, shall justify to an amount or amounts which in the aggregate shall equal the amount of the penalty in the bond and each surety shall be of the full age of eighteen years and shall so declare.

(2) Where the value of the property is $5,000 or less one surety is sufficient and where the value of the property is greater than $5,000 at least two sureties are required unless the judge otherwise directs.

(3) In the case of an administration *de bonis non administratis*, the bond shall be based upon the value of the unadministered assets.

(4) No registrar or solicitor shall be surety to any such bond. O. Reg. 143/78, r. 34.

**35.**—(1) Any person interested in an estate may file a memorandum requiring notice to be given to him of the consideration of the bond and he shall then be served with an appointment to inquire into its sufficiency.

(2) The judge may, if he disallows the bond, permit a new bond to be filed, but shall not allow the grant to issue until satisfied that adequate security has been furnished. O. Reg. 143/78, r. 35.

**36.** If the judge has reason to believe that the value of the property of the deceased, or of the ward, exceeds the sum stated by the applicant, he may inquire into the matter in a summary way and determine the amount of security to be given. O. Reg. 143/78, r. 36.

**37.** Where a grant has issued and it is shown to the satisfaction of the judge that the sureties are not sufficient, he may direct the guardian, administrator or foreign executor to furnish further security and, in default, may revoke the grant or suspend its operation. O. Reg. 143/78, r. 37.

INTERVENTION

**38.**—(1) Any person interested may intervene by filing a notice in the precribed form (Form 42) and an affidavit showing the nature of his interest.

(2) A copy of the notice and affidavit shall be served upon the applicant by the intervener as soon as may be after filing.

(3) Notice of all proceedings thereafter shall be given to the intervener. O. Reg. 143/78, r. 38.

CAVEATS

**39.** At any time before grant is sealed any person interested in an estate may by a caveat filed in the office of the Surrogate Clerk for Ontario, if no certificate under section 42 of the Act has been forwarded, or in the office of the registrar, require that nothing be done with reference to the estate of the deceased without notice being first given to him or his solicitor. O. Reg. 143/78, r. 39.

**40.** If the caveat or a copy thereof is filed in the office of the Surrogate Clerk for Ontario he shall transmit a copy of it to the registrar with his certificate under section 42 of the Act, and such caveat shall thereupon be deemed to be filed with the registrar. O. Reg. 143/78, r. 40.

**41.** Notwithstanding the filing of a caveat, an application may be made for a grant and notice of the application may be sent to the Surrogate Clerk for Ontario, but no further proceedings shall be taken upon such application without notice being given to the person filing the caveat, unless he consents, until the caveat has been removed. O. Reg. 143/78, r. 41.

**42.**—(1) The party filing a caveat shall declare therein the nature of his interest in the property of the deceased and state generally the grounds upon which he enters the caveat and the caveat shall be signed by the party, or by his solicitor on his behalf, and an address shall be given at which service may be effected.

(2) The caveat shall be accompanied by an affidavit of the person filing the caveat or of some person on his behalf showing the nature of his interest and that the caveat is not entered for the purpose of delay or to embarrass any person interested in the estate. O. Reg. 143/78, r. 42.

**43.**—(1) A caveat remains in force for six months after it is filed unless it is sooner withdrawn and thereafter it is of no effect but at any time thereafter another caveat may be filed.

(2) A caveat may be withdrawn at any time upon the order of the judge. O. Reg. 143/78, r. 43.

**44.**—(1) Where a vexatious caveat is filed the judge may order it to be vacated.

(2) Upon an application to vacate a caveat the judge may give all directions necessary for a speedy trial. O. Reg. 143/78, r. 44.

**45.**—(1) Where an application for probate or administration is made and a caveat has been or is thereafter filed at any time before grant is sealed, the registrar shall send a warning to the person who entered the caveat, by registered mail, addressed to him at the place named in the caveat.

(2) Such warning shall state the nature of the application made and give the name and address of the applicant, and, if a will is propounded, give the date of the will and shall call upon the person entering the caveat to enter an appearance in ten days if he desires to contest the application. O. Reg. 143/78, r. 45.

DIRECTIONS FOR TRIAL

**46.**—(1) If an appearance is entered, an application shall be made to the judge for the purpose of adding all necessary parties and for ordering the service of such citations as are necessary.

(2) A person served with a citation and desiring to be heard shall file an appearance in the office of the registrar within such time as is set out in the citation or within such further time as the judge allows and, in default of filing such appearance he is not entitled to notice of any further proceeding.

(3) At the expiration of the time limited for the entry of appearance the applicant shall apply to the registrar for an appointment for further directions and shall, at least four clear days before the return of the appointment, serve a copy thereof upon all persons who have appeared.

(4) Upon the return of the appointment the judge shall settle the issues, determine whether pleadings are to be delivered, whether production of documents and discovery are necessary, shall give all further necessary directions and fix the mode of trial. O. Reg. 143/78, r. 46.

**47.**—(1) Upon an application for proof of a will in solemn form or for revocation of a probate, or where in any proceedings the validity of a will is disputed, the judge shall direct that all persons having an interest in upholding or attacking the validity of the will shall be made parties to the proceeding.

(2) Such parties shall be served with a citation calling upon them to enter an appearance and warning them that in default they will be bound by the result of such proceedings as are taken in their absence.

(3) All parties entering an appearance shall be served with notice of the application for directions concerning trial. O. Reg. 143/78, r. 47.

CITATION TO ACCEPT PROBATE

**48.**—(1) Where an executor fails to bring in a will for probate, any person interested may cite the executor to accept or refuse the probate and execution of the will, or to show cause why probate or administration with the will annexed, as the case may be, should not be granted to the applicant or to such other person having the prior right thereto who is willing to accept the same.

(2) No such citation shall issue until after the lapse of fourteen days from the testator's death. O. Reg. 143/78, r. 48.

CITATION TO BRING IN WILL

**49.** Where it is shown to the satisfaction of the judge that any testamentary document may be in the custody of a person, a citation may be issued to such person, calling upon him to deposit in the office of the registrar any testamentary document in his possession or control, or to state under oath that no such document is in his possession or control. O. Reg. 143/78, r. 49.

**50.** Where it is shown to the satisfaction of the judge that a person has knowledge of any will or other document or any asset relating or belonging to an estate, a subpoena may by leave of the judge be served upon such person calling upon him to attend at a time and place to be named and to be examined touching the same. O. Reg. 143/78, r. 50.

CITATION TO BRING IN A DETAILED INVENTORY

**51.** Where it is shown to the satisfaction of the judge that further information should be provided disclosing details of the assets of an estate, a citation may issue to any executor, administrator, trustee under a will, or guardian of an infant calling upon him to deposit in the office of the registrar a detailed list of the assets of the estate and value thereof verified by affidavit to the best of his knowledge and information. O. Reg. 143/78, r. 51.

**52.** If the applicant is not satisfied with the sufficiency of the affidavit, he may apply to the judge, upon seven clear days' notice, for an order directing further particulars to be furnished by a supplementary affidavit or as otherwise directed. O. Reg. 143/78, r. 52.

CITATION TO A BENEFICIARY

**53.** Where upon an application for probate or administration with will annexed it appears that a devise, bequest, or other disposition may be void under the provisions of section 12 of the *Succession*

*Law Reform Act*, a citation shall issue to the beneficiary affected, unless there is filed with the application the consent of all persons having an interest in the matter to an order finding that neither the beneficiary affected nor his spouse exercised any improper or undue influence upon the testator. O. Reg. 143/78, r. 53.

CITATION TO A FORMER SPOUSE

**54.** Where upon an application for probate or administration with will annexed it appears that a devise or bequest of a beneficial interest in property to a former spouse, or an appointment of a former spouse as executor or trustee, or the conferring of a general or special power of appointment on a former spouse may be revoked under the provisions of section 17 of the *Succession Law Reform Act*, a citation shall issue to the former spouse. O. Reg. 143/78, r. 54.

CITATION WHERE INTESTACY

**55.** Where upon an intestacy letters of administration have not been issued, any person interested may before applying for grant cite those having a prior right to accept or refuse administration, and in default of application being made by them, may file his own application. O. Reg. 143/78, r. 55.

ORDER TO BRING IN GRANT FOR REVOCATION

**56.** Where it is sought to revoke a grant, a citation may issue calling upon the person in whose favour the grant has been made to bring the grant into the registrar's office within the time specified in the citation and pending the determination of the proceedings, the person holding the grant shall not act thereunder without the leave of the judge. O. Reg. 143/78, r. 56.

GUARDIANSHIP

**57.** Upon an application for guardianship there shall be shown the names of the parents and their place of abode, the time of their death if they be dead, the names and places of abode of the infants, the relationship of the applicant to them, the value of the real and personal property of the infants and the annual value of such property with particulars thereof and such other proof as the judge requires. O. Reg. 143/78, r. 57.

**58.** A caveat against the grant of letters of guardianship may be filed and the practice with respect to the caveat shall conform as nearly as may be to the practice in the case of caveats against the grant of probate. O. Reg. 143/78, r. 58.

PASSING OF ACCOUNTS

**59.** Executors, administrators, trustees under a will and guardians of infants may pass their accounts voluntarily or they may be called upon by citation to do so on the application of any person interested therein. O. Reg. 143/78, r. 59.

**60.**—(1) A petition and inventories and accounts duly verified by affidavits shall be filed with the registrar and thereupon the judge shall fix a time and place for the passing of the accounts.

(2) On the first passing of accounts an affidavit showing whether there has been publication of an advertisement for creditors shall be filed with the accounts.

(3) The judge shall give all necessary directions for the service of his appointment, and, if he deems it proper, for the service of a copy of the accounts, upon those interested therein including a representative of any deceased beneficiary.

(4) Where an infant is concerned, contingently or otherwise, notice shall be given to the Official Guardian who shall be informed of the name and interest of the infant and given the address of the person with whom the infant resides, and there shall also be served upon the Official Guardian a copy of the petition, the inventories and accounts duly verified by affidavits and a copy of the letters probate of the last will and testament of the deceased.

(5) Where a mentally incompetent person or a person who has been declared incapable under section 39 of the *Mental Incompetency Act*, or an absentee is concerned, contingently or otherwise, notice shall be given to his committee.

(6) Where there is no committee of such person notice shall be given to the Public Trustee who shall be informed of the name and interest and the last known address of such person and there shall also be served upon the Public Trustee a copy of the petition, the inventories and accounts duly verified by affidavits and a copy of the letters probate of the last will and testament of the deceased.

(7) The accounts shall be passed before the judge in chambers. O. Reg. 143/78, r. 60.

**61.**—(1) The accounts shall contain a true and perfect inventory of the whole property in question, including,

(*a*) an account showing of what the original estate consisted;

(*b*) an account of all money received;

(*c*) an account of all money disbursed;

(*d*) an account of all property remaining on hand;

(*e*) a statement of compensation claimed by the executor or administrator; and

(*f*) such other accounts as the judge requires.

(2) Where principal and income are dealt with separately by the will or instrument creating any trust estate, the accounts shall be divided so as to show separately receipts and disbursements in respect of principal and income and in every other case the amounts may be so divided if the accounts of principal and income have been kept separate.

(3) Where executors, administrators, trustees or guardians have made investments of trust funds, the accounts shall show separately particulars of:

(*a*) all money so invested;

(*b*) all money received by way of repayments of or realization upon such investments in whole or in part; and

(*c*) the balance of all such investments remaining on hand. O. Reg. 143/78, r. 61.

**62.** Upon passing accounts, the judge may moderate any bill of costs and charges of solicitors employed by the executors, administrators, trustees, or guardians, or refer the same for taxation under the *Solicitors Act*. O. Reg. 143/78, r. 62.

**63.**—(1) Every order made upon passing accounts shall be made in duplicate and one of such duplicates shall be filed with the registrar who shall enter it in full in a book to be kept for that purpose.

(2) The order shall be served by registered mail or in such other manner as the judge directs upon the persons who attended or were represented at the passing of the accounts. O. Reg. 143/78, r. 63.

WILLS DEPOSITED FOR SAFE KEEPING

**64.** Every will deposited for sake keeping with the registrar shall be enclosed in an envelope, securely sealed, upon which shall be endorsed the name and address of the testator and of the executor or executors and the registrar shall mark thereon a memorandum showing the date of deposit and from whom received. O. Reg. 143/78, r. 64.

**65.** Where a will is deposited for safe keeping by a person other than the testator, the person shall also deposit his affidavit stating that the will is in the same plight, state and condition as when received by him from the testator. O. Reg. 143/78, r. 65.

**66.**—(1) A will deposited for safe keeping shall not be removed, copied or inspected during the testator's lifetime except by the testator in person or, upon the order of the judge, by a solicitor acting under the written authority of the testator, which authority shall be verified by the affidavit of the solicitor and shall be filed.

(2) After the death of the testator, the will shall be delivered to the executor upon his personal application or to such other person as the judge directs, and, in either case, the registrar shall take a receipt for the will and retain a copy of it compared and certified by him. O. Reg. 143/78, r. 66.

**67.** An affidavit of due execution of the will may be deposited with it and in such case no further affidavit need be furnished upon the application for probate thereof unless required by the judge. O. Reg. 143/78, r. 67.

REGISTRAR'S DUTIES

**68.** The registrar shall keep such books as are required by the Inspector of Legal Offices. O. Reg. 143/78, r. 68.

**69.** All fees shall be paid by the party on whose behalf the proceedings are had at the time proceedings are taken and the grant shall not be issued until the fees are paid. O. Reg. 143/78, r. 69.

**70.** Upon an application for probate or letters of administration or guardianship and upon receipt of the certificate from the Surrogate Clerk for Ontario, the registrar shall forthwith submit the application to the judge. O. Reg. 143/78, r. 70.

**71.** The registrar shall number each application for probate, administration or guardianship received by him in the order in which it is received and shall endorse on it the date of its receipt and shall make an entry thereof in the book to be kept for that purpose with a number prefixed to correspond with the number on the application. O. Reg. 143/78, r. 71.

**72.** The registrar shall number, endorse and enter all caveats lodged with him in the same manner as applications for grants. O. Reg. 143/78, r. 72.

**73.** The registrar shall endorse the date of receipt upon all papers filed with or received by him and enter a note thereof and of every proceeding in the proper books. O. Reg. 143/78, r. 73.

**74.** Every order made in chambers shall be signed by the judge, and the registrar shall enter it in full in the book to be kept for that purpose. O. Reg. 143/78, r. 74.

**75.** A citation shall be by an order to be granted ex parte by the judge upon an affidavit showing the facts upon which the citation is founded. O. Reg. 143/78, r. 75.

**76.** Every judgment shall be signed by the registrar and issued by him under the seal of the court and shall be entered in full in the book to be kept for that purpose. O. Reg. 143/78, r. 76.

**77.** All grants of probate, administration or guardianship shall be signed by the registrar and issued under the seal of the court and any copy of a will forming part of or attached to the grant shall be authenticated by the signature of the registrar and the grant and copy of the will shall be recorded in the proper register. O. Reg. 143/78, r. 77.

**78.** Upon the revocation of a grant of probate, administration or guardianship, an entry thereof shall be made by the registrar across the face of the grant recorded in the register in the following form: "Revoked by Judge's Order, dated the day of , 19 ". O. Reg. 143/78, r. 78.

**79.** The costs of proceedings in the court shall be taxed by the registrar subject to appeal to the judge. O. Reg. 143/78, r. 79.

**80.**—(1) The notices of application for grant of probate and administration made to the Surrogate Clerk for Ontario by every registrar shall be in the prescribed form.

(2) The notices of application for grant of guardianship made to the Surrogate Clerk for Ontario by every registrar shall be in the prescribed form. O. Reg. 143/78, r. 80.

SURROGATE CLERK FOR ONTARIO

**81.**—(1) It is the duty of the Surrogate Clerk for Ontario to record the particulars transmitted to him by the registrar as set out in the preceding rule.

(2) It is the duty of the Surrogate Clerk for Ontario to record the particulars set out in the caveats lodged with him and in the copies of the caveats transmitted to him by the registrar.

(3) The particulars mentioned in this rule shall be recorded in such manner as the Inspector of Legal Offices directs. O. Reg. 143/78, r. 81.

FORMS

**82.**—(1) The forms contained in Appendix A shall be used with such variations or modifications as circumstances may require, but any variance therefrom, not being in manner of substance, does not affect their regularity.

(2) The provisions contained in the forms prescribed shall be deemed to be authorized by these rules.

(3) The Rules of the Supreme Court of Ontario insofar as they relate to the form of documents, size of paper and like matters, shall apply to the Surrogate Court, but Rule 190 (2) of the said Rules shall not apply to the forms contained in Appendix A. O. Reg. 143/78, r. 82.

ESTATES OF SOLDIERS DYING ON ACTIVE SERVICE

**83.** Where letters probate, letters of administration or letters of guardianship are sought with respect to the estate of a member of the Canadian Armed Forces who has died while on active service and the whole property of the deceased or of the ward does not exceed in value $5,000, the registrar shall prepare the necessary papers to lead to grant, including where applicable all papers and proofs required by *The Succession Duty Act*, being chapter 449 of the Revised Statutes of Ontario, 1970, and the bond, if any, and administer the necessary oaths; and the total amount to be charged to the applicant for all the proceedings and services shall be $2 and the tariff of fees prescribed to be paid to the registrar, the judge and to the Crown shall be varied accordingly. O. Reg. 143/78, r. 83.

AFFIDAVITS

**84.** Any solicitor may take any affidavit in connection with any of his non-contentious business in surrogate court matters, including all affidavits required for obtaining the grant of letters of administration or probate or guardianship. O. Reg. 143/78, r. 84.

TARIFFS

**85.**—(1) The fees prescribed in Appendix B are the fees to be allowed solicitors in the Surrogate Court.

(2) The fees prescribed in Appendix C are the fees payable in the Surrogate Court. O. Reg. 143/78, r. 85.

## Appendix A

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3. Application for Probate—Additional Affidavits

4. Application for Administration with Will annexed

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9. Application for Administration—Additional Affidavits

10. Affidavit of Execution of Will

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O. Reg. 143/78, App. A.

In the
Surrogate Court of the

FORM 1
Application for Probate

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

Fixed place of abode street or postal address | City, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction?
☐ No ☐ Yes

Last occupation

Place of death city, town, etc. | county, judicial district

Date of death
day, month, year

Date of last will
Exhibit "A" day, month, year

Was deceased 18 years of age or over at date of will, or 21 years of age or over if will was dated prior to September 1, 1971?
☐ No ☐ Yes If "no", why is probate being sought? Give details in an attached schedule.

Codicils
Exhibit "B" day, month, year

Exhibit "C" day, month, year

Marital status
☐ Unmarried ☐ Widower ☐ Divorced
☐ Married ☐ Widow

Did the deceased marry after the date of the will?
☐ No ☐ Yes If "yes", why is probate being sought? Give details in an attached schedule.

Was a marriage of the deceased terminated by a judgment absolute of divorce or declared a nullity after the date of the will?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Is any witness to the will (or codicils) or the person signing for the testator, or the spouse of such person, a beneficiary?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Value of Estate Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario

| Personalty | Real Estate (net) | Total |
|---|---|---|
| $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.) If an executor named in the will is not an Applicant, give explanation.

I, an Applicant named herein, make oath and say:
1 I am an executor named in the will and am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .
A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of In the
of
this
day of 19
A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .
A Commissioner, etc.

Signature of Applicant

AG 93(1/76)

O. Reg. 143/78, Form 1.

**FORM 2**

In the
Surrogate Court of the

**Application for Probate** *(Corporate Executor)*

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

Fixed place of abode street or postal address | city, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction?
☐ No ☐ Yes

Last occupation

Place of death city, town, etc. | county, judicial district

Date of death day, month, year

Date of last will Exhibit "A" day, month, year

Was deceased 18 years of age or over at the date of will, or 21 years of age or over if will was dated prior to September 1, 1971?
☐ No ☐ Yes If "no", why is probate being sought? Give details in an attached schedule.

Codicils Exhibit "B" day, month, year

Exhibit "C" day, month, year

Marital status
☐ Unmarried ☐ Widower ☐ Divorced
☐ Married ☐ Widow

Did the deceased marry after the date of the will?
☐ No ☐ Yes If "yes", why is probate being sought? Give details in an attached schedule.

Was a marriage of the deceased terminated by a judgment absolute of divorce or declared a nullity after the date of the will?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Is any witness to the will (or codicils) or the person signing for the testator, or the spouse of such person, a beneficiary?
☐ No ☐ Yes If "yes", give details in an attached schedule.

| Value of Estate — Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario. | Personalty | Real Estate (net) | Total |
|---|---|---|---|
| | $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
If an executor named in the will is not an Applicant, give explanation.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate executor named in the will and am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 The corporate executor will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name of corporate executor | Name of Trust Officer

Address of corporate executor street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am an executor named in the will and am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Applicant

AG 574(1/78)

O. Reg. 143/78, Form 2.

FORM 3

In the
Surrogate Court of the

Additional
Affidavits of Verification and
Applicants' details

To be attached, if necessary, to t
Application for Probate

I, an Applicant named herein, make oath and say:

1 I am an executor named in the will and am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawf required.
4 The information contained in the Application and in any attached sched and sheets is true to the best of my knowledge and belief.

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

AG 564(1/78)

O. Reg. 143/78, Form 3.

In the
Surrogate Court of the

**FORM 4**
Application for Administration *with Will Annexed*

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

Fixed place of abode street or postal address | city, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction? ☐ No ☐ Yes | Last occupation

Place of death city, town, etc. | county, judicial district | Date of death day, month, year | Date of last will Exhibit "A" day, month, year

Was deceased 18 years of age or over at date of will, or 21 years of age or over if will was dated prior to September 1, 1971? ☐ No ☐ Yes If "no", why is administration being sought? Give details in an attached schedule. | Codicils Exhibit "B" day, month, year | Exhibit "C" day, month, year

Marital status ☐ Unmarried ☐ Widower ☐ Divorced ☐ Married ☐ Widow | Did the deceased marry after the date of the will? ☐ No ☐ Yes If "yes", why is administration being sought? Give details in an attached schedule.

Was a marriage of the deceased terminated by a judgement absolute of divorce or declared a nullity after the date of the will? ☐ No ☐ Yes If "yes", give details in an attached schedule. | Is any witness to the will (or codicil) or the person signing for the testator, or the spouse of such person, a beneficiary? ☐ No ☐ Yes If "yes", give details in an attached schedule.

Value of Estate — Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario.

| Personalty | Real Estate (net) | Total |
|---|---|---|
| $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.) State grounds of Applicants' right to apply. Attach schedule if insufficient space.

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc. | Signature of Applicant

AG 570(1/78)

O. Reg. 143/78, Form 4.

**FORM 5**

In the
Surrogate Court of the

Application for Administration with Will Annexed (Corporate Applicant)

This Application is filed by

**Details of Deceased**

Name surname given name(s) (if applicable) commonly known as

Fixed place of abode street or postal address | city, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction? ☐ No ☐ Yes

Last occupation

Place of death city, town, etc. | county, judicial district

Date of death day, month, year

Date of last will Exhibit "A" day, month, year

Was deceased 18 years of age or over at date of will, or 21 years of age or over if will was dated prior to September 1, 1971? ☐ No ☐ Yes If "no", why is administration being sought? Give details in an attached schedule.

Codicils Exhibit "B" day, month, year

Exhibit "C" day, month, year

Marital status ☐ Unmarried ☐ Widower ☐ Divorced ☐ Married ☐ Widow

Did the deceased marry after the date of the will? ☐ No ☐ Yes If "yes", why is administration being sought? Give details in an attached schedule.

Was a marriage of the deceased terminated by a judgement absolute of divorce or declared a nullity after the date of the will? ☐ No ☐ Yes If "yes", give details in an attached schedule.

Is any witness to the will (or codicil) or the person signing for the testator, or the spouse of such person, a beneficiary? ☐ No ☐ Yes If "yes", give details in an attached schedule.

**Value of Estate** Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario.

| Personalty | Real Estate (net) | Total |
|---|---|---|
| $ | $ | $ |

**Affidavits of Verification and Applicants' details** (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.) State grounds of Applicants' right to apply. Attach schedule if insufficient space.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate applicant and am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 The corporate applicant will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name of corporate applicant | Name of Trust Officer

Address of corporate applicant street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19___.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19___.

A Commissioner, etc.

Signature of Applicant

AG 585(1/78)

O. Reg. 143/78, Form 5.

**FORM 6**

Additional
Affidavits of Verification and
Applicants' details

To be attached, if necessary, to the
Application for
Administration
with Will Annexed

In the
Surrogate Court of the

I, an Applicant named herein, make oath and say:

1 I am of the full age of eighteen years.
2 I have identified the will (and each codicil) marked as Exhibits as shown in the Application, by signing same, and know of no subsequent will or codicil.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc. | Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc. | Signature of Applicant

AG 597(1/78)

O. Reg. 143/78, Form 6.

In the
Surrogate Court of the

FORM 7
Application for Administration

Details of Deceased

This Application is filed by

Name surname given name(s) (if applicable) commonly known a

Fixed place of abode street or postal address | city, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction?
☐ No ☐ Yes

Last occupation

Place of death city, town, etc. | county, judicial district | Date of death day, month, ye

Marital status
☐ Unmarried ☐ Widower ☐ Divorced
☐ Married ☐ Widow

Was any marriage of the deceased dissolved or annulled?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Was any prior marriage of any person with whom the deceased went through a form of marriage dissolved or annulled?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Did the deceased go through a form of marriage with any person, where it appears uncertain whether a prior marriage of the deceased had been diss or annulled?
☐ No ☐ Yes If "yes", give name and address of such person and names and addresses of all issue of such purported subsequent marriage, in an attached schedule.

Persons entitled to share on the Intestacy

| Name | Address | Relationship | Age if under 1 |
|---|---|---|---|

Value of Estate Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario.

| Personalty | Real Estate (net) | Total |
|---|---|---|
| $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
State grounds of Applicants' right to apply.

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I have made a careful search and inquiry for a will or other testamentary paper and none could be found and I believe that no will or testamentary paper was left by the deceased.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfu required.
4 The information contained in the Application and in any attached sched and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____. _____
A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____. _____
A Commissioner, etc.

Signature of Applicant

AG 567(1/78)

O. Reg. 143/78, Form 7.

In the
Surrogate Court of the

FORM 8
Application for Administration (Corporate Applicant)

This Application is filed by

Details of Deceased

Name surname | given name(s) | (if applicable) commonly known as

Fixed place of abode street or postal address | city, town, etc. | county, judicial district

If no fixed abode in Ontario, did deceased have assets in this jurisdiction?
☐ No ☐ Yes

Last occupation

Place of death city, town, etc. | county, judicial district | Date of death day, month, year

Marital status
☐ Unmarried ☐ Widower ☐ Divorced
☐ Married ☐ Widow

Was any marriage of the deceased dissolved or annulled?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Was any prior marriage of any person with whom the deceased went through a form of marriage dissolved or annulled?
☐ No ☐ Yes If "yes", give details in an attached schedule.

Did the deceased go through a form of marriage with any person, where it appears uncertain whether a prior marriage of the deceased had been dissolved or annulled?
☐ No ☐ Yes If "yes", give name and address of such person and the names and addresses of all issue of such purported subsequent marriage, in an attached schedule.

Persons entitled to share on the Intestacy

| Name | Address | Relationship | Age if under 18 |
|---|---|---|---|

| Value of Estate — Do not include in the *Total*, insurance payable to a named beneficiary, or assigned for value; assets held on joint account and passing by survivorship; real estate situate out of Ontario. | Personalty | Real Estate (net) | Total |
|---|---|---|---|
| | $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
State grounds of Applicants' right to apply.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate applicant and am of the full age of eighteen years.
2 The corporate applicant has caused to be made a careful search and inquiry for a will or other testamentary paper and none could be found and I believe that no will or testamentary paper was left by the deceased.
3 The corporate applicant will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name of corporate applicant | Name of Trust Officer

Address of corporate applicant street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I have made a careful search and inquiry for a will or other testamentary paper and none could be found and I believe that no will or testamentary paper was left by the deceased.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Applicant

AG 569(1/78)

O. Reg. 143/78, Form 8.

In the
Surrogate Court of the

**FORM 9**
Additional
Affidavits of Verification and
Applicants' details

To be attached, if necessary, to the
Application for
Administration

I, an Applicant named herein, make oath and say:

1 I am of the full age of eighteen years.
2 I have made a careful search and inquiry for a will or other testamentary paper and none could be found and I believe that no will or testamentary paper was left by the deceased.
3 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
4 The information contained in the Application and in any attached schedu and sheets is true to the best of my knowledge and belief.

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19 ____.

A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19 ____.

A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19 ____.

A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19 ____.

A Commissioner, etc.

Signature of Applicant

Name surname given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19 ____.

A Commissioner, etc.

Signature of Applicant

AG 568(1/78)

O. Reg. 143/78, Form 9.

FORM 10

In the
Surrogate Court of the

Affidavit of
Execution of Will

In the matter of the Execution of the Will of

_____

I, _____

of the _____

of _____

in the _____

of _____

make oath and say:

1. On or about

the _____ day of _____ 19 _____ , I was present and saw the paper writing annexed and marked as Exhibit "A" to this my Affidavit executed by

_____

2. At the time of execution I knew such person who was on that date of the full age of eighteen years (or if prior to September 1, 1971 was of the full age of twenty-one years) to the best of my knowledge.

3. The said paper writing was executed by such person in the presence of myself, and

_____ of the _____

of _____ in the _____

of _____ , and we were both present at the same time, whereupon we did, in the presence of such person, attest and subscribe the said paper writing as witnesses.

Sworn before me at the _____

of _____

in the _____

of _____

this _____ day of _____ 19 _____

_____
A Commissioner, etc.

_____
Signature

NOTE: If testator was a marksman or blind add the following paragraph to the above Affidavit.

4. Before its execution the said paper writing was read over to such person who was a marksman or blind, and who appeared to understand the contents.

WARNING: A beneficiary or the spouse of a beneficiary should not be a witness.

O. Reg. 143/78, Form 10.

AG 591(1/78)

FORM 11

In the
Surrogate Court of the

Affidavit of Execution of a Codicil to a Will

In the matter of the Execution of a Codicil to the Will of

_____

I, _____

of the _____

of _____

in the _____

of _____

make oath and say:

1. On or about

the _____ day of _____ 19 ____ , I was present and saw the paper writing annexed and marked as Exhibit "A" to this my Affidavit executed by

_____

2. At the time of execution I knew such person who was on that date of the full age of eighteen years (or if prior to September 1, 1971 was of the full age of twenty-one years) to the best of my knowledge.

3. The said paper writing was executed by such person in the presence of myself, and

_____ of the _____

of _____ in the _____

of _____, and we were both present at the same time, whereupon we did, in the presence of such person, attest and subscribe the said paper writing as witnesses.

Sworn before me at the _____

of _____

in the _____

of _____

this _____ day of _____ 19 ____ .

_____
A Commissioner, etc.

_____
Signature

NOTE: If testator was a marksman or blind add the following paragraph to the above Affidavit.

4. Before its execution the said paper writing was read over to such person who was a marksman or blind, and who appeared to understand the contents.

WARNING: A beneficiary or the spouse of a beneficiary should not be a witness.

O. Reg. 143/78, Form 11.

AG 593(1/78)

FORM 12

Affidavit proving Execution of a *Holograph Will*

This Affidavit may be varied as required.

In the Surrogate Court of the

In the Estate of

deceased

I, _____

of the _____

of _____

in the _____

of _____

make oath and say:

1. I knew and was well acquainted with the said deceased and have frequently seen him write and sign his name and I am well acquainted with his handwriting.

2. The document bearing date

the _____ day of _____ 19____ , now produced and shown to me and marked as Exhibit "A" to this my Affidavit purports to be and contain the last will and testament of the deceased.

3. I verily believe the whole of the said document together with the signature

_____ subscribed thereto, to be the handwriting of the deceased.

Sworn before me at the _____

of _____

in the _____

of _____

this _____ day of _____ 19____ .

_____
A Commissioner, etc.

_____
Signature

O. Reg. 143/78, Form 12.

AG 592(1/78)

**FORM 13**

AFFIDAVIT OF PLIGHT AND CONDITION AND FINDING WHEN NECESSARY UNDER RULES 9 AND 10

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, C.D., etc., make oath and say:

1. I am a witness (*or as the case may be*) to the document now hereunto annexed, purporting to be and contain the last will of A.B., late of....., etc., deceased, dated ....., 19..., beginning thus ..... ending thus ..... and being subscribed thus ..... and having viewed and perused the will and particularly observed that [*here recite the finding of the will and the various alterations, erasures and interlineations (if any), and the general plight and condition of the will, or any other matter requiring to be accounted for, and clearly trace the will from the possession of the deceased in his lifetime up to the time of making the affidavit*].

2. The will is now in the same state, plight and condition as when (*as the case may be*).

Sworn, etc.

O. Reg. 143/78, Form 13.

**FORM 14**

NOMINATION OF ADMINISTRATOR

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Whereas the above-named died on ....., 19..., intestate, and the undersigned are his lawful widow and his next of kin (*or as the case may be*).

I (*or* We) do nominate and appoint ..... to apply for a grant of administration of the property of the deceased.

Dated ....., 19....

Signed in the presence of } .....C.B.
.....

*The above may be varied so as to apply to a grant of administration with the will annexed.*

(*In every case an affidavit of Execution to be attached or endorsed.*)

O. Reg. 143/78, Form 14.

**FORM 15**

CERTIFICATE OF REGISTRAR

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

It is hereby certified that search has been made in my office for any will or testamentary paper executed by the above-named deceased, that no such will or testamentary paper is in said office, nor has any such will or testamentary paper been deposited with me for safekeeping.

Dated ....., 19....

.....
*Registrar*

O. Reg. 143/78, Form 15.

**FORM 16**

NOTICE OF APPLICATION FOR GRANT OF PROBATE OR ADMINISTRATION AND THE CERTIFICATE OF THE SURROGATE CLERK FOR ONTARIO

In the Surrogate Court of the County of.....

In the Estate of .....

late of .....

who died on or about.....

Take notice that an application for a grant in respect of the property of the above-named deceased has been made to this Court

by .....
*name of applicant*

of .....
*address of applicant*

on ....., 19..
*date of application*

Dated at ....., this ....., 19..

.....
*Registrar of the said Court*

It is hereby certified that in respect of the property of the above-named deceased

no notice of application for a grant of probate or administration has been received by me from any registrar of the Surrogate Court in Ontario, save the above

*or*

a notice of application for a grant was received by me from the Registrar of the Surrogate Court

of the County of ....., and a copy of such notice is attached hereto

*and*

no caveat or copy of a caveat has been lodged with or received by me within the six-month period immediately preceding the date hereof

*or*

a caveat or copy of a caveat was lodged with or

received by me on ....., 19..., and a copy of such is attached hereto.

Dated at Toronto, ....., 19...

.....
*Surrogate Clerk for Ontario*

O. Reg. 143/78, Form 16.

**FORM 17**

RENUNCIATION OF PROBATE OR OF ADMINISTRATION WITH THE WILL ANNEXED

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Whereas A.B., late of ....., in the County of ....., deceased, died on or about ....., 19..., and had at the time of death a fixed place of abode at ....., in the County of ....., and whereas I am informed and believe that by a last will and testament, dated ....., 19..., the deceased appointed ..... as executor(s).

Now I, C.D., do hereby expressly renounce all my right and title to the probate and execution of the will (and codicils, *if any*) of the deceased.

In witness whereof I have hereunto set my hand and seal this ....., 19...

Signed, sealed and delivered in the presence of E.H. } C.D. (Seal)

NOTE: *The above form may be varied when the renunciation is by the widow or other person entitled to administration with the will annexed.*

*In each case there must be an affidavit of execution.*

O. Reg. 143/78, Form 17.

**FORM 18**

RENUNCIATION OF ADMINISTRATION

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Whereas A.B., late of the ..... of ....., in the County of....., deceased, died on or about ....., 19..., intestate, and had at the time of death a fixed place of abode at the ..... of ....., in the County of ....., and whereas I, C.D., of the ..... of ..... in the County of ....., am the lawful ..... and the only next of kin (*to be varied according to the facts*).

Now I do hereby expressly renounce all right and title to letters of administration of the property of the deceased.

In witness whereof I have hereunto set my hand and seal this....., 19...

Signed, sealed and delivered in the presence of E.H. } C.D. (Seal)

O. Reg. 143/78, Form 18.

**FORM 19**

ADMINISTRATION BOND

Know all men by these presents that we, C.D., of (*full address*) in the County of....., (*occupation*), administrator, E.F., of (*full address*) in the County of ....., (*occupation*), surety and G.H., of (*full address*) in the County of....., (*occupation*), surety, are jointly and severally bound unto the Judge of the Surrogate Court of the County of....., in the sum of $....., to be paid to the said judge; for which payment, well and truly to be made, we bind ourselves and each of us for the whole, our and each of our heirs, executors and administrators, firmly by these presents. Sealed with our seals.

The condition of this obligation is such that, if the above-named administrator of all the property (*or as the case may be*), of A.B., late of the ..... of ....., in the County of....., deceased, who died on or about ....., 19..., do, when lawfully called on in that behalf, make or cause to be made a true and perfect inventory of all the property of the said deceased, which has or shall come into the hands, possession, or knowledge of the said administrator, or into the hands or possession of any other person or persons for *him*, and the same so made do exhibit or cause to be exhibited into the Registry of the said Surrogate Court, when thereunto lawfully required, and the same property, and all other property of the deceased at the time of death, which at any time after shall come into the hands or possession of C.D., or into the hands or possession of any other person or persons for *him*, do well and truly administer according to law: that is to say, do pay the debts that the deceased owed at death, and further, do make, or cause to be made, a just, full and true account of the said administration, when, thereunto lawfully required, and all the rest and residue of the property do deliver and pay unto such person or persons respectively, as are entitled thereto; and if it hereafter appears that any last will or testament was made by the deceased, and the executor or executors therein named do exhibit the same unto the said Court, making request to have it allowed and approved accordingly, if C.D., being thereunto required, do render and deliver the said letters of administration to the said Court; then this obligation to be void and of no effect, or else to remain in full force and virtue.

Dated....., 19...

Signed, sealed and delivered in the presence of } [L.S.] [L.S.] [L.S.]

.....

O. Reg. 143/78, Form 19.

**FORM 20**

ADMINISTRATION BOND FOR ADMINISTRATION WITH WILL ANNEXED

Know all men by these presents that we, C.D. of (*full address*) in and County of....., (*occupation*), administrator, E.F., of (*full address*) in the County of..... (*occupation*), surety, and G.H., of (*full address*) in the County of....., (*occupation*), surety, are jointly and severally bound unto the Judge of the Surrogate Court of the County of....., in the sum of $....., to be paid to the said Judge; for which payment, well and truly to be made, we bind ourselves and each of us for the whole, our and each of our heirs, executors and administrators, firmly by these presents. Sealed with our seals.

The condition of this obligation is such that, if the above-named administrator of all the property (*or as the case may be*), of A.B., late of the..... of ....., in the County of ....., deceased, who died on or about ....., 19..., do, when lawfully called on in that behalf, make or cause to be made a true and perfect inventory of all the property of the said deceased, which has or shall come into the hands, possession, or knowledge of the said administrator, or into the hands or possession of any other person or persons for *him*, and the same so made do exhibit or cause to be exhibited into the Registry of the said Surrogate Court, when thereunto lawfully required, and the same property, and all other property of the deceased at the time of death, which at any time after shall come into the hands or possession of C.D., or into the hands or possession of any other person or persons for *him*, do well and truly administer according to law: that is to say, do pay the debts which the deceased owed at his decease, and then the legacies contained in the will annexed to the letters of administration to C.D., committed so far as such property shall thereunto extend and the law bind *him*; and further do make or cause to be

made, a just, full and true account of *his* administration when lawfully required, and all the rest and residue of the property, shall deliver and pay unto such person or persons as are by law entitled thereto, then this obligation to be void and of no effect, or else, to remain in full force and virtue.

Signed, sealed and delivered in the presence of } [L.S.] [L.S.] [L.S.]

.....

O. Reg. 143/78, Form 20.

**FORM 21**

AFFIDAVIT OF EXECUTION OF BOND

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, K.L., etc., make oath and say:

1. That I was personally present and did see the within (*or* annexed) bond duly executed, signed and sealed by C.D., E.F., and G.H., the parties therein named.

2. That I know the parties so executing.

3. That the bond was so executed by the parties

at the ..... of .....,

in the County of.....

4. That I am the subscribing witness to the execution. (*If any of the parties are marksmen, add:*)

5. That before execution the bond was read

over and explained to ....., who appeared perfectly to understand it and made his mark thereto in my presence.

Sworn, etc.

*Affidavits of execution of renunciation, nomination, consent or other documents requiring proof shall be in the same form, naming the instrument, and leaving out the word "sealed".*

O. Reg. 143/78, Form 21.

**FORM 22**

BOND OF FOREIGN EXECUTORS

SAME AS FORM 20 WITH APPROPRIATE CHANGES

O. Reg. 143/78, Form 22.

**FORM 23**

AFFIDAVIT OF JUSTIFICATION BY SURETIES

In the Surrogate Court of the County of.....

In the estate of ....., deceased.

We, E.F., of (*full address*) in the County of

....., (*occupation*), and G.H., of

(*full address*) in the County of ....., (*occupation*), severally make oath and say that we are the proposed sureties on behalf of the intended administrator of the property (*or as the case may be*)

of ....., deceased, in the within bond named, for the faithful administration of the said property (*or as the case may be*) of the deceased; and I, E.F., for myself make oath and say that I

reside at the ..... of .....,

in the County of ..... and I am of the full age of eighteen years and am worth

property to the amount of $..... over and above all encumbrances, and over and above what will pay my just debts and every sum of which I am now bail, or for which I am liable as surety or endorser or otherwise; and I, G.H., for myself make

oath and say that I reside at the..... of

....., in the County of ....., and I am of the full age of eighteen years and am

worth property to the amount of $..... over and above all encumbrances, and over and above what will pay my just debts and every other sum for which I am now bail or for which I am liable as surety or endorser or otherwise.

Sworn, etc.

Sworn before me at the

..... of .....

in the County of.....,

this..... day of .....,19...

A Commissioner, etc.

O. Reg. 143/78, Form 23.

FORM 24

In the
Surrogate Court of the

# Application for Double Probate

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

Particulars of First Grant
Name(s) of Executor(s)

Date of Grant
day, month, year

| Value of Unadministered Assets of Estate | Personalty | Real Estate (net) | Total |
|---|---|---|---|
| | $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
State grounds of Applicants' right to apply.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate applicant and am of the full age of eighteen years.
2 The corporate applicant will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name of corporate executor | Name of Trust Officer | |
|---|---|---|
| Address of corporate executor street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name surname given name(s) | | Occupation |
|---|---|---|
| Address street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Applicant

AG 586(1/78)

O. Reg. 143/78, Form 24.

FORM 25

Application for Administration *de Bonis Non Administratis*

In the
Surrogate Court of the

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

| Particulars of First Grant<br>Name of Administrator | Date of Grant<br>day, month, year | Date of Death of Administrator<br>day, month, year |
|---|---|---|
| | | |

Persons entitled to share on the Intestacy at date hereof (If insufficient space, attach schedule.)

| Name | Address | Relationship | Age if under 18 |
|---|---|---|---|
| | | | |

| Value of Unadministered Assets of Estate | Personalty | Real Estate (net) | Total |
|---|---|---|---|
| | $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
State grounds of Applicants' right to apply.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate applicant and am of the full age of eighteen years.
2 The corporate applicant will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name of corporate applicant | Name of Trust Officer | |
|---|---|---|
| Address of corporate applicant street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name surname given name(s) | | Occupation |
|---|---|---|
| Address street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Applicant

AG 588(1/78)

O. Reg. 143/78, Form 25.

**FORM 26**

**Application for Administration *de Bonis Non Administratis with Will Annexed***

In the Surrogate Court of the

This Application is filed by

Details of Deceased

Name surname given name(s) (if applicable) commonly known as

| Particulars of First Grant<br>Name of Executor | Date of Grant<br>day, month, year | Date of Death of Executor<br>day, month, year |
|---|---|---|
| | | |

Names of all the Beneficiaries who still have an interest in the Estate (If insufficient space, attach schedule.)

| Name | Address | Relationship | Age if under 18 |
|---|---|---|---|
| | | | |

| Value of Unadministered Assets of Estate | Personalty | Real Estate (net) | Total |
|---|---|---|---|
| | $ | $ | $ |

Affidavits of Verification and Applicants' details (Attach a separate sheet for additional Affidavits and Applicants' details, if necessary.)
State grounds of Applicants' right to apply.

I, a Trust Officer named herein, make oath and say:
1 I am a Trust Officer of the corporate applicant and am of the full age of eighteen years.
2 The corporate applicant will faithfully administer the property of the deceased according to law, and render a just, full and true account of its administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name of corporate applicant | Name of Trust Officer | |
|---|---|---|
| Address of corporate applicant street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Trust Officer

I, an Applicant named herein, make oath and say:
1 I am of the full age of eighteen years.
2 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

| Name surname given name(s) | | Occupation |
|---|---|---|
| Address street or postal address | city, town, etc. | county, judicial district |

Sworn before me at the _____
of _____ in the _____
of _____
this _____
day of _____ 19____.

A Commissioner, etc.

Signature of Applicant

AG 589(1/78)

O. Reg. 143/78, Form 26.

**FORM 27**
Additional
Affidavits of Verification and
Applicants' details

To be attached, if necessary, to the
Application for Double Probate,
Application for Administration
de Bonis Non Administratis,
Application for Administratio
de Bonis Non Administratis
with Will Annexed

In the
Surrogate Court of the

I, an Applicant named herein, make oath and say:

1 I am of the full age of eighteen years.
2 I will faithfully administer the property of the deceased according to law, and render a just, full and true account of my administration when lawfully required.
3 The information contained in the Application and in any attached schedules and sheets is true to the best of my knowledge and belief.

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

Name surname | given name(s) | Occupation

Address street or postal address | city, town, etc. | county, judicial district

Sworn before me at the
of in the
of
this
day of 19 .

A Commissioner, etc.

Signature of Applicant

AG 587(1/78)

O. Reg. 143/78, Form 27.

FORM 28

Letters

Canada  Province of Ontario

In the
Surrogate Court of the

In the Estate of

, *deceased*

late of

occupation

died on

Applicant Address Occupation

Pursuant to the Order of the Judge of the Surrogate Court

Letters

are hereby issued under the seal of the Court to the above named Applicant

this

day of 19

Registrar of the Surrogate Court

O. Reg. 143/78, Form 28.

AG 596(1/78)

**FORM 29**

EXEMPLIFICATION OF PROBATE OR LETTERS OF ADMINISTRATION WITH WILL ANNEXED

CANADA

Province of Ontario

In Her Majesty's Surrogate Court of the County of .....

Be it known that, upon search being this day made in Her Majesty's Surrogate Court of the County of....., it plainly appears that on the ..... day of....., 19..., the last will and testament (with codicils) of ....., late of the ..... of ....., in the County of....., deceased, who died at ..... on or about the ..... day of ....., 19..., and had at the time of *his* death a fixed place of abode at the ..... of ....., in the said County of..... (*or as the case may be*) was proved by..... of the ..... of .....in the County of ....., ....., the executor therein named [*or* that on the ..... day of ....., 19..., letters of administration with the last will and testament (and codicils) annexed of the property of ....., late of, etc., were granted to....., of the..... of ....., in the County of .....] and which said probate (*or* letters of administration) now remains of record in the said Surrogate Court. The true tenor of the said probate (*or* letters of administration with the will annexed) is in the words following, to wit (*here the probate or letters of administration, with copy of will, are to be recited verbatim*).

In faith whereof these letters testimonial are issued.

Given at the..... of ....., in the County of....., this ..... day of, etc.

.....
*Registrar*

(Seal)

O. Reg. 143/78, Form 29.

**FORM 30**

CITATION TO PARTIES CONCERNED

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

To E.F., of (etc.), Greeting.

Whereas an application has been made to this Court for probate of an alleged will of the above named A.B., bearing date the ..... day of ....., 19..., *(and whereas the validity of the will has been brought into question by C.D., of ....., one of the next of kin of the deceased, who opposes the granting of probate thereof,) and whereas it is desirable that the validity of the alleged will should be determined once and for all after notice to all concerned in the said estate:

You are therefore required to enter an appearance in the office of the Registrar of this Court, at the Court House at ....., within ..... days after service upon you of this citation, inclusive of the day of service, if you desire to take part in the determination of this question.

In the event of your failing to enter an appearance you will have no further notice of those proceedings, and the validity of the will in question will be determined in your absence and you will be bound thereby.

The alleged will may be seen at the office of the Registrar.

Dated, etc.

.....
*Judge*

**If no contest and proof in solemn form alone is sought, omit this clause.*

O. Reg. 143/78, Form 30.

**FORM 31**

APPEARANCE

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, C.D., etc., of ....., desire to contest the validity of the alleged will of the above-named deceased, propounded for probate by E.F., and say that it should not be admitted to probate for the following reasons (*here state reasons, eg.*, that it was not duly executed, *or* that the alleged signature is not the signature of the said A.B., *or* that the execution of the said will was procured by fraud and undue influence, *or* that at the time of the making of the said will the said A.B. had not testamentary capacity, *or as the case may be*).

My address for service is .....

Dated, etc.,

C.D., (*or*)
C.D., by X.Y., his solicitor.

O. Reg. 143/78, Form 31.

**FORM 32**

ORDER ON MOTION FOR DIRECTIONS

(*Example Only*)

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

His Honour ..... in Chambers .....day,

the ..... day of ....., 19...

Upon the application of E.F., who has propounded for probate an alleged will, purporting to have been

made by the said deceased A.B., on the..... day

of ....., 19..., in the presence of counsel for C.D., who has filed a caveat, and, upon being warned, has entered an appearance thereto, and it appearing that G.H. and H.H. are also next of kin of the said deceased, and that M.D. and N.D. are interested under the will and that the aforementioned persons are all those interested in either attacking or upholding the validity of the alleged will, I caused a citation to be served upon them, and M.D. and N.D. having entered an appearance and having been notified to the motion and G.H. and H.H. not having appeared;

I do order that E.F. do attend and submit to an examination for discovery at such time as may be appointed during the week commencing ....., on service of two days' notice of the appointment upon his solicitor and upon payment of $..... conduct money.

*

And I do direct that the issues to be tried be as follows:

..... affirm and ..... denies that the will was duly executed by A.B.

*or* ..... affirm and .....denies that the making of the will was procured by the fraud

and undue influence of ..... (etc., etc., *as the case may be*).

And I direct that the issues shall be tried before

me without a jury at the Court House at.....,

on the ..... day of ....., 19...,

at ..... a.m. (*or* p.m.).

**Here insert order for production of papers or any further direction found necessary.*

O. Reg. 143/78, Form 32.

**FORM 33**

CAVEAT

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Let nothing be done in the estate of A.B. of

....., in the ..... of .....,

without notice to C.D., of ....., in the

County of.....

C.D. is (*state relationship and interest in the estate*).

This caveat is entered for the reason (*state the reason, eg.*, The deceased was at the time of his death without testamentary capacity, *or* C.D. has reason to fear and does fear that A.B. was procured to make a will by undue influence and fraud).

Dated, etc.

C.D., .....
*Address for service*

O. Reg. 143/78, Form 33.

**FORM 34**

AFFIDAVIT TO ACCOMPANY CAVEAT

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, C.D., of the ..... of ....., in the County of ....., make oath and say:

1. That I am (*state nature of deponent's interest in estate*).

2. That the caveat that is filed or is to be filed by me in this matter is not entered for the purpose of delay or to embarrass any person interested in the estate.

Sworn, etc.

O. Reg. 143/78, Form 34.

**FORM 35**

WARNING TO CAVEAT

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

In the Surrogate Court of the County of.....

To C.D., etc. Greeting.

Whereas you by your caveat required notice to be given to you of any application that might be made in the matter of this estate,

You are now warned that on the ..... day of ....., 19..., E.F., of the ..... of....., filed in this Court a petition asking (*state nature of application and, if probate is sought, give date of will*).

You are therefore warned that, unless you cause an appearance to be entered hereto within ten days from this date stating your desire to contest such application and the nature of your objection thereto, such application will be dealt with without further notice to you and you will be regarded as assenting thereto.

Your appearance must be entered at my office in the Court House at ....., on or before the ..... day of ....., 19...

Dated, etc.

.....
*Registrar*

O. Reg. 143/78, Form 35.

**FORM 36**

CITATION TO BRING IN A TESTAMENTARY PAPER

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

To E.F., etc. Greeting.

Whereas it is alleged by....., of the ..... of ....., that a testamentary document signed by A.B., of the ..... of ....., who died on or about ..... day of ....., 19..., is in the possession of you, the above named E.F.

You are therefore ordered and directed to bring into the office of the Registrar of this Court, at the Court House, in the ..... of ....., and there leave any testamentary paper signed by A.B., which is now in your possession, power or control, within ..... days after service of this citation upon you.

In the event of no such document being now in your possession, power and control, you are within the same time to file in the said office an affidavit to that effect and setting forth what knowledge, if any, you may have respecting any testamentary paper signed by the said A.B.

Herein you fail at your peril.

Dated, etc.

.....
*Judge*

O. Reg. 143/78, Form 36.

**FORM 37**

CITATION TO ACCEPT OR REFUSE PROBATE

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

.....day, the ..... day of....., 19...

Whereas A.B., of the..... of ....., in the County of ....., ....., died on or about the ..... day of ....., 19..., having made *his* last will and testament dated the ..... day of....., 19..., and having appointed E.F., of the..... of....., in the County of....., ....., executor thereof.

It is ordered that E.F. do, within ..... days after the service hereof upon him, accept or refuse probate of the said will, or show cause why letters of administration with the will annexed should not be granted to C.D., of the ..... of....., in the County of....., (*occupation*).

And it is ordered that in default of the said E.F. accepting and extracting probate of the will within the time above mentioned, C.D. may proceed to obtain letters of administration with the will annexed to be granted to *him*.

Dated, etc.

.....
*Judge*

O. Reg. 143/78, Form 37.

**FORM 38**

CITATION TO ACCEPT OR REFUSE ADMINISTRATION

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

.....day, the ..... day of ....., 19...

Whereas A.B., of the ..... of ....., in the County of ....., ....., died on the ..... day of....., 19..., intestate, leaving C.D., and G.H. (*giving names, residences and relationship*).

And whereas J.K., of the ..... of ....., in the County of....., (*occupation*), is one of the persons entitled in distribution to the estate of the said A.B. (*or* alleges that the said J.K. is a creditor of the said A.B.).

It is ordered that C.D., and G.H., do, within ..... days after the service hereof, enter an appearance in the office of the Registrar of this Court at ..... and accept or refuse letters of administration of the estate of the deceased, or show cause why letters of administration should not be granted to J.K.

And it is ordered that, in default of C.D., or G.H., or some of them, so appearing and accepting and extracting such letters of administration within the time above mentioned, J.K. may proceed to obtain letters of administration of the estate.

Dated, etc.

.....
*Judge*

O. Reg. 143/78, Form 38.

**FORM 39**

CITATION TO BRING IN GRANT WHERE REVOCATION IS SOUGHT

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Whereas an application has been made for the Revocation of a Grant of Probate (*or* letters of administration), issued on the ..... day of ....., etc., to E.F., of the ..... of....., in the County of....., ....., as executor of the will of A.B., of the ..... of ....., in the County of....., (*or* as administrator of the estate of, etc.).

It is ordered that E.F. do, within ..... days after the service hereof upon him, bring into and leave with the Registrar the aforesaid Grant, there to remain until such application is determined.

Dated, etc.

.....
*Judge*

O. Reg. 143/78, Form 39.

FORM 40

In the
Surrogate Court of the
_____

Citation
to bring in an
Inventory

In the matter of the Estate of

_____, deceased

To:

Upon the Application of

_____, and upon reading the Affidavit of

_____, (and upon hearing what was alleged) and it appearing that on or abo.

the _____ day of _____ 19 _____, Letters Probate of the Last Will (Letters of Administration of the Estate) of the said deceased, were issued to you by this Court, and it further appearing that further information should be provided by you relating to the inventory of the estate.

It is ordered that you do within _____ days after service of this order upon you, file in the office of the Registrar of this Court an Affidavit setting forth a detailed list of the assets of the estate and values thereof to the best of your knowledge and information.

Dated this _____ day of _____ 19 _____.

Judge _____

O. Reg. 143/78, Form 40.

AG 594(1/78)

FORM 41

In the
Surrogate Court of the

Citation
to a Renunciation

In the Estate of

TO:

Whereas an application has been made for a grant of probate (or letters of administration with will annexed), of

a will dated

(and a codicil dated)

by

And whereas it appears from the application that you are a beneficiary under the said will (or codicil) and that you or your spouse witnessed the will (or codicil) (or signed for the testator).

It is ordered that you do, within days after service hereof, enter an appearance at the office of the Registrar of the Court at

if you desire to obtain an order finding that neither you nor your spouse exercised any improper or undue influence upon the testator.

And it is ordered that in default of your appearing within the time above mentioned, the applicants may proceed to obtain letters probate (or letters of administration with will annexed), endorsed with the fact that your benefits are void by reason of section 12 of the *Succession Law Reform Act*.

Dated this day of 19

Judge

O. Reg. 143/78, Form 41.

AO 603(1/79)

FORM 42

**Citation to a Former Spouse**

In the
**Surrogate Court** of the

_____

In the Estate of

_____

To:

Whereas subsection 17 (2) of the *Succession Law Reform Act*, provides as follows:

"Except when a contrary intention appears by the will, where, after the testator makes a will, his marriage is terminated by a judgment absolute of divorce or is declared a nullity,

(a) a devise or bequest of a beneficial interest in property to his former spouse;

(b) an appointment of his former spouse as executor or trustee; and

(c) the conferring of a general or special power of appointment on his former spouse,

are revoked and the will shall be construed as if the former spouse had predeceased the testator."

And whereas an application has been made for a grant of probate (or letters of administration with will annexed), of a will dated _____ (and a codicil dated) _____

by _____

And whereas it appears from the application that you are a former spouse of the testator, and that your marriage was terminated by a judgment absolute of divorce or declared a nullity after the testator made the will.

It is ~~ordered~~ that you do within _____ days after service hereof, enter an appearance at the office of the Registrar of the Court at _____ if you desire to take part in the determination of the question whether the provisions in the will that affect you are revoked under the provisions of subsection 17 (2) of the *Succession Law Reform Act*.

And it is ordered that in the event of your failing to enter an appearance the said question will be determined in your absence and you will be bound thereby.

Dated this _____ day of _____ 19_____.

_____
Judge

O. Reg. 143/78, Form 41A.

FORM 43

INTERVENTION

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Take notice that I, C.D., of (*full address*) in the County of....., (*occupation*), a ..... of the above-named....., desire notices to be given me of all proceedings in connection with *his* estate.

My address for service is ..... (*or* service may be effected upon Mr. X.Y., my solicitor, at his office at .....).

Dated, etc.

C.D. (*or*)
C.D., by X.Y., his solicitor.

O. Reg. 143/78, Form 42.

FORM 44

AFFIDAVIT OF INTERVENTION

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, ....., of (*full address*) in the County of ....., (*occupation*), make oath and say:

I am (*state nature of deponent's interest in the estate*).

I desire to intervene in the matter solely for the purpose of protecting my interest and in good faith and not for the purpose of delay or from any improper motive.

Sworn, etc.

O. Reg. 143/78, Form 43.

FORM 45

APPLICATION FOR LETTERS OF GUARDIANSHIP BY ONE OF THE NEXT OF KIN OF INFANT CHILDREN BY A DECEASED WIDOWER

To the Surrogate Court of the County of.....

The petition of C.D., of (*full address*) in the County of ....., (*occupation*),

Showeth:

1. A.B., late of (*full address*) in the County of ....., (*occupation*), died on or about the ..... day of ....., 19..., at the ..... of ....., in the County of .....

2. A.B. died a widower (*as the case may be*) leaving E.B., an infant of ..... years of age, having been born on the ..... day of ....., 19..., and G.B., an infant of ..... years of age, having been born on the ..... day of ....., 19..., his natural and lawful children who both reside at the ..... of ....., in the County of .....

3. A.B. died intestate (*or as the case may be*) and without having appointed a guardian of the infants.

4. H.B., the lawful mother of the infants, resides at ..... (*or* is dead, *or as the case may be*).

5. The value of the whole property to which the infants are entitled is the sum of $....., full particulars of which are shown in the inventory and valuation exhibited herewith.

6. Due notice has been given of your petitioner's intention to apply to be appointed guardian and that the petitioner is the (*state relationship, if any*).

7. Therefore, your petitioner prays that he may be appointed guardian of the persons and estates of the infants (*or as the case may be*).

Dated, etc.

C.D. (*or*)
C.D., by X.Y., his solicitor.

O. Reg. 143/78, Form 44.

FORM 46

ELECTION BY MINORS OF A GUARDIAN

In the Surrogate Court of the County of.....

Whereas A.B., late of (*full address*) in the County of ....., (*occupation*), deceased, died on or about the ..... day of ....., 19..., at ....., etc., intestate, a widower (*or* widow), leaving C.B., E.B., and G.B., *his* lawful children, C.B. being a minor of the age of ..... years only, and E.B. being also a minor of he age of ..... years only, and G.B. being an infant of the age of ..... years only.

Now we, C.B., and E.B., do hereby make choice of and elect C.B., of the ..... of ....., in the County of....., (*occupation*), to be our guardian.

Dated ....., 19...

Signed in the presence of ..... } C.B. E.B.

NOTE: *An affidavit of execution is required.*

O. Reg. 143/78, Form 45.

FORM 47

OATH OF GUARDIAN

In the Surrogate Court of the County of.....

In the matter of the guardianship of the infant child (*or* children) of A.B., deceased.

I, C.B., of (*full address*) in the County of ....., (*occupation*), make oath and say:

1. I am of the full age of eighteen years and my name, place of residence and occupation are above correctly stated.

2. I am the person applying to be appointed the guardian of F.B., the infant child of A.B., (*or as the case may be*) deceased.

3. I have read over carefully the annexed petition and the statements therein are true.

4. Now shown to me and marked as Exhibit "B" to this my affidavit is the inventory and valuation of the property to which the infant is entitled.

5. I will, if I am appointed such guardian, faithfully perform the trust of guardianship and I will, when my ward becomes of the full age of eighteen years, or whenever the guardianship is determined or sooner if thereto required by this Court, render to my ward, or to *his* executors or administrators, a just, full and true account of all goods, moneys, interests, rents, profits, property or other estate of my ward, which shall have come into my hands or possession or under my control and will thereupon, without delay, deliver and pay over to my ward or to *his* executors or administrators the estate or the sum or balance of money which may be in my hands or possession or under my control, belonging to my ward, deducting therefrom and retaining such reasonable sum for my expenses and charges as shall upon an audit of my accounts be allowed by the Court.

Sworn, etc.

O. Reg. 143/78, Form 46.

FORM 48

BOND TO BE GIVEN BY GUARDIANS

Know all men by these presents that we, C.D., of (*full address*) in the County of ....., (*occupation*), guardian, K.L., of (*full address*) in the County of ....., (*occupation*), surety, and M.N., of (*full address*), in the County of ....., (*occupation*), surety, are held and firmly bound unto E.B. and G.B., of the ..... of ....., in the County of ....., the infant children of A.B., late of the ..... of ....., in the County of ....., deceased, and to each and every of them in the sum of $....., to be paid to E.B. and G.B., their and each of their executors, administrators and assigns, for which payment to be well and truly made, we do bind ourselves and each and every of us, our and every of our executors and administrators firmly by these presents.

Sealed with our seals.

Whereas C.D., being appointed guardian of the persons and estates of the infants by the Surrogate Court of the County of ....., according to the Statute in that behalf, is required to give security for the performance of the trust.

Now the condition of this obligation is such that, if the above bounden C.D. shall faithfully perform the said trust, and *he or his* executors or administrators shall, when the infants respectively become of the full age of eighteen years, or whenever the guardianship shall be or is determined, or sooner if thereunto required by law, render to each of the infants, or to their respective executors or administrators, a just, full and true account of all goods, moneys, interest, rents, profits, property or other estate of the infants, that shall have come into the hands of C.D., and will thereupon, without delay, deliver and pay over to each and every of the infants or to *their executors or administrators*, the estate or the sum that may be in the hands of *him*, C.D., belonging to the infants, deducting therefrom and retaining a reasonable sum for the expenses and charges of *him*, C.D., then this obligation to be void, or else to remain in full force and virtue.

Dated ....., 19...

Signed, sealed and delivered in the presence of
C.D. [L.S.]
K.L. [L.S.]
M.N. [L.S.]

O. Reg. 143/78, Form 47.

FORM 49

AFFIDAVIT OF JUSTIFICATION BY SURETIES

In the Surrogate Court of the County of.....

In the matter of the guardianship of the infant child (*or* children) of A.B., deceased.

We, K.L., of (*full address*), in the County of ....., (*occupation*), and M.N., of (*full address*), in the County of....., (*occupation*), severally make oath and say:

That we are the proposed sureties on behalf of the intended guardian of the infant child (*or* children) of A.B., deceased, who died on or about the ..... day of ....., 19..., in the within (*or* annexed) bond named, for the faithful performance of the trust of guardianship to *him* to be committed; (*continue as in form of Affidavit of Justification to Administration Bond*).

O. Reg. 143/78, Form 48.

FORM 50

NOTICE OF APPLICATION FOR GRANT OF GUARDIANSHIP AND THE CERTIFICATE OF THE SURROGATE CLERK FOR ONTARIO

In the Surrogate Court of the County of.....

In the matter of the guardianship of .....

infant(s) of ..... infant child (children) of .....

Take notice that an application for a grant of letters of guardianship of the above-named infants has been made to this Court

by .....
*name of applicant*

of .....
*address of applicant*

on ....., 19...
*date of application*

Dated at ..... this ....., 19...

.....
*Registrar of the said Court*

---

It is hereby certified that in respect of the guardianship of the above-named infants

no notice of application for a grant of guardianship has been received by me from any registrar of the Surrogate Court in Ontario, save the above.

*or*

a notice of application for a grant was received by me from the Registrar of the Surrogate Court of the County of ....., and a copy of such notice is attached hereto.

and

no caveat or copy of a caveat has been lodged with or received by me within the six-month period immediately preceding the date hereof.

*or*

a caveat or copy of a caveat was lodged with or received by me on ....., 19..., and a copy of such is attached hereto.

Dated at Toronto, ....., 19...

.....
*Surrogate Clerk for Ontario*

O. Reg. 143/78, Form 49.

FORM 51

Canada  Province of Ontario

# Letters of Guardianship

In the
Surrogate Court of the

In the matter of

*infant*

of

born on

Applicant Address Occupation

Pursuant to the Order of the Judge of the Surrogate Court

Letters of Guardianship

are hereby issued under the seal of the Court to the above named Applicant

this

day of 19

Registrar of the Surrogate Court

AG 595(1/78)

O. Reg. 143/78, Form 50.

FORM 52

PETITION TO PASS ACCOUNTS, ETC.

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

To His Honour, ....., Judge of the Surrogate Court of the County of.....

The Petition of C.D., of (*full address*), in the County of ....., (*occupation*).

Showeth:

1. A.B., of the ..... of ....., in the County of ....., died on or about the ..... day of ....., 19...

2. Your Petitioner was duly appointed executor of the estate of the deceased, on the ..... day of ....., 19...

3. Your Petitioner administered the said estate and effects of the deceased to the best of *his* ability, so far as the same can be administered at this time.

4. Your Petitioner has brought in and filed with the Registrar a full and correct account of *his* administration of the estate, showing all the property thereof which has come into *his* hands as such executor and also a full and correct account of *his* disbursements as such executor with a statement of the assets yet undisposed of.

5. Your Petitioner therefore prays that the said accounts may be audited, taken and passed by and before this Court.

6. Your Petitioner further prays that *he* may be allowed a fair and reasonable allowance for *his* care, pains and trouble, and time expended, in and about the estate of the deceased, and in administering, disposing of, arranging and settling the affairs of the estate.

7. Your Petitioner has not hitherto been allowed any compensation for the services in the last preceding paragraph referred to, either by this Court or by any other competent Court, except....

8. The only persons interested in the administration of the estate as beneficiaries of the deceased, with their addresses, are as follows:

.....

.....

and that all the said persons are of the full age of eighteen years, except.....

9. Your Petitioner knows of no creditors of the estate of the deceased who still have unsettled claims against the estate, except..... and that the only portion of the estate that remains unadministered by your Petitioner is set forth in a schedule filed herewith, and that the reason of the non-administration thereof is the following:

.....

.....

Dated, etc.

E.F.

*Solicitor for the above-named Petitioner*

NOTE: *This form may be varied for administrations and guardianships.*

O. Reg. 143/78, Form 51.

FORM 53

AFFIDAVIT VERIFYING ACCOUNTS

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

I, ....., of the (*full address*) in the County of ....., (*occupation*), make oath and say:

1. C.D. was appointed by this Honourable Court, executor of the estate of the deceased.

2. The accounts now shown to me, marked "A" set forth a true and correct statement (covering a period from the ..... day of ....., 19..., to the ..... day of ....., 19...) of all the personal estate and effects and of the real estate and proceeds thereof of the deceased which have come into the hands of the executor or of any other person, persons or corporations on his behalf, so far as I know, and also the names of the parties from whom the same have been received and the dates on which the same were received, to the best of my knowledge and belief.

3. The accounts also set forth a true and correct statement of all the disbursements and payments made (during the said period) by the executor, or any other person, persons or corporations, for or on account of the estate, to the best of my knowledge and belief.

4. Save and except what appears in the accounts, the executor has not, nor has anyone on his behalf, so far as I know, ever received or got in any part of the deceased's personal estate or effects or real estate or the proceeds thereof.

5. The available assets of the estate still undisposed of and in the hands of the executor, or of any person or persons on his behalf, are correctly set forth in the accounts, to the best of my knowledge and belief.

6. The executor has not received or been awarded or adjudged any compensation by this Court for the care, pains, time and trouble expended by him in and about the estate (since the ..... day of ....., 19...).

7. I have carefully read over the annexed petition and the statements therein are true.

Sworn, etc.

NOTE: *This form may be varied for administrations and guardianships.*

O. Reg. 143/78, Form 52.

FORM 54

APPOINTMENT TO PASS ACCOUNTS

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Upon reading the petition of C.D. executor of the estate of the deceased, and the Petitioner having brought in and deposited with the Registrar the accounts of *his* receipts and expenditures in respect of the estate;

I hereby appoint the ..... day of ....., 19..., at ..... o'clock in the .....noon, at my Chambers in the Court House, in the ..... of ....., as the time and place for the purpose of examining, auditing and passing the accounts;

And to fix the compensation, if any, to be allowed to the executor for his care, pains and trouble and time expended in and about the estate;

And I do order that all persons who are or may be interested in the estate of the deceased, do attend at the time and place if they so desire; and that, in the event of their non-attendance, the matters may be proceeded with in their absence.

And I do order a copy hereof to be served upon (*here name the persons interested*), at least ..... days before the day so appointed.

Dated, etc.

.....
*Judge*

The amount of compensation claimed by the executor is $.....

NOTE: The accounts above mentioned may be examined by the parties interested, or their solicitors at the office of the Registrar, at the ..... of .....

NOTE: *This form may be varied for administrations and guardianships.*

O. Reg. 143/78, Form 53.

FORM 55

ORDER ON PASSING ACCOUNTS

In the Surrogate Court of the County of.....

In the estate of A.B., deceased.

Upon reading the petition of C.D., the executor of the will of the deceased, and the affidavit and accounts filed,

I, ..... Judge of the said Court, having on the ..... day of ....., 19..., proceeded to take, audit and pass the accounts in the presence of ....., (and after due notice to ....., who have failed to attend, *or as the case may be*).

I find and declare that the executor has realized on account of capital, during the period, the sum of $..... (in which is included the sum of $..... brought forward from the last passing of accounts, as appears by the order of this Court dated the ..... day of ....., 19...) and that the executor has properly paid out and dis-

bursed on account of capital the sum of $..... leaving a credit balance in the hands of the executor in respect of capital of $.....

I find and declare that the executor has realized on account of revenue, during the period, the sum of $..... (in which is included the sum of $..... brought forward from the last passing of accounts, as appears by the order of this Court dated the ..... day of ....., 19...) and that the executor has properly paid out and disbursed on account of revenue the sum of $..... leaving a credit balance in the hands of the executor in respect of revenue of $.....

And I do hereby order and allow the sum of $..... as a fair and reasonable allowance for the care, pains, trouble and time, and personal disbursements expended in and about the administering, arranging and settling the affairs of the estate to the ..... day of ....., 19..., (and the distribution of the moneys in the hands of the executor).

And I do order that the costs of taking, auditing and passing the accounts and fixing the said compensation amounting to $....., be allowed to the executor, and having deducted the amount so disbursed and expended and the compensation and costs from the amount in the hands of the executor, I find that there remains in his hands the sum of $.....

I find that there remains in his hands the original assets as set out in the schedule attached hereto upon the value of which I do not pass.

Dated, etc.

.....
*Judge*

NOTE: *This form may be varied for administrations and guardianships.*

O. Reg. 143/78, Form 54.

FORM 56

NOMINATION BY FOREIGN ADMINISTRATOR OF ADMINISTRATOR FOR ESTATE IN ONTARIO

Whereas A.B., late of ....., deceased, died on or about the ..... day of ....., 19..., at ....., intestate, and letters of administration of his estate, real and personal, were granted by the ..... Court of the County of ..... on the ..... day of ....., 19..., to me, C.D., of .....

And whereas the deceased died leaving at the time of his death property in the County of ..... in the Province of Ontario.

Now I, C.D., the administrator of the estate of A.B., do hereby nominate and appoint E.F., of the ..... of ..... in the Province of Ontario, in my place and stead;

1. To make application to the Surrogate Court of the County of ..... for letters of administration of the Estate of A.B., situated within the Province of Ontario;

2. To be and act as the administrator of this estate in the Province of Ontario and to do and perform all acts and to execute all documents necessary and incidental to the due administration of the Estate and, if necessary, pass his accounts as such Administrator before the Surrogate Court.

In witness whereof I have hereunto set my hand and seal this ..... day of ....., 19...

Signed, sealed and delivered in the presence of ..... } C.D.(L.S.)

NOTE: *An affidavit of execution is required.*

O. Reg. 143/78, Form 55.

APPENDIX B

## TARIFF OF FEES TO BE ALLOWED SOLICITORS AND COUNSEL

For the preparation of the application for probate or administration, succession duty schedules and estate tax returns, and all services and attendances in connection therewith, and for all services incidental to the administration of the estate, exclusive of sales and motions in court, up to but not including the first passing of accounts:

On the first $10,000, or a portion thereof, of the aggregate value of the estate—3%;

On the next $90,000, or a portion thereof, —2%;

On the next $200,000, or a portion thereof, —1½%;

On the excess over $300,000, additional fees may be charged, the amount thereof to be determined by the time spent, the results achieved and the amount involved.

The above scale of fees is to be applied in estates of average complexity, subject to increase or decrease when warranted, and is subject to review by the surrogate court judge on a passing of accounts and by the taxing officer pursuant to the provisions of the *Solicitors Act*.

The aggregate value of an estate shall be deemed to include all items required to be included for returns filed under *The Succession Duty Act* being chapter 449 of the Revised Statutes of Ontario, 1970, at the value determined under the Act but shall not include the value of any benefits under the *Canada Pension Plan*.

For services on the passing of accounts:

On the first $10,000, or a portion thereof, of the total receipts, both capital and income, —1% (minimum $40);

On the next $190,000, or a portion thereof, —¼ of 1%;

On the excess over $200,000 —1/10 of 1%, subject to the discretion of the surrogate court judge on the passing of accounts.

O. Reg. 143/78, App. B.

APPENDIX C

FEES PAYABLE IN SURROGATE COURTS

1. On every grant of probate, administration or guardianship not being a double probate, cessate grant, administration *de bonis non administratis*, per thousand dollars or part thereof of the value of the estate being administered ..... $ 5.00

2. On every grant of double probate, cessate grant or administration *de bonis non administratis* ..... 25.00

3. On every court and chamber order not being an order that a grant do issue .... $ 3.00

4. On every search into proceedings not being a search by the registrar for a will on deposit ..... 1 00

5. On every certificate, not being a certificate of a search by the registrar required on an application for a grant ..... 3.00

   and where documents attached consist of more than five pages, for each additional page ..... .50

6. On every exemplification ..... 5.00

   and where documents attached consist of more than five pages, for each additional page ..... .50

7. On every audit including all services in connection therewith per $1000.00 or part thereof of the amount of capital and income audited up to and including $100,000 ..... 2.00

   and where the amount audited exceeds $100,000, the fee payable is to be fixed by the judge.

8. On the institution of a contested claim, proof of will in solemn form, or an application under the *Succession Law Reform Act* or the *Minors Act* ..... 25.00

9. On an intervention or caveat including appearance ..... 5.00

10. On every other appearance ..... 3.00

11. On depositing a will for safekeeping .... 3.00

12. For making copies of documents not requiring certification, per page ..... .50

13. On taxation of costs including certificate 5.00

NOTE: In addition to the above items the following fees are payable pursuant to the *Surrogate Courts Act*:

1. For services rendered under subsection 76 (1) where the value of the property does not exceed $400 ..... 2.00

2. For services rendered under subsection 76 (4) where the estate consists of insurance money and wearing apparel,

   i. not exceeding $1,000 ..... 4.50

   ii. not exceeding $2,000 ..... 6.50

   iii. not exceeding $3,000 ..... 8.50

O. Reg. 143/78, App. C.

# REGULATION 926

under the Surveyors Act

## GENERAL

**1.**—(1) The term of articles of a student who has successfully completed a university course in professional land surveying approved by the council is two years.

(2) Subject to subsection (3), the term of articles of a student, other than one described in subsection (1), shall extend for two years from the date when the student obtains pass standing in the examination mentioned in subsection 2 (1).

(3) When a student mentioned in subsection (1) or (2) has obtained experience in professional land surveying at a professional level before his application to become a student, his term of articles shall be reduced by a period of time equal to the period of his experience or one year, whichever is the lesser.

(4) Notwithstanding subsections (1), (2) and (3), where an applicant for membership in the Association fails to obtain pass standing in the examination therefor, and applies to be examined under subsection 2 (6), his term of articles is extended to the date of the successful completion of the examination. O. Reg. 35/73, s. 1.

**2.**—(1) Students, other than students described in subsection 1 (1), shall obtain pass standing in an academic examination at the level of examination required for graduation from a university course in professional land surveying approved by the council.

(2) Applicants for membership in the Association shall obtain pass standing in an examination in the performance of professional land surveying.

(3) Examinations of students and applicants for membership shall be held at least annually and at such place or places as the board shall designate from time to time.

(4) A candidate for examination shall give notice thereof in writing to the board at least one month before the date of commencement of the examinations.

(5) To obtain pass standing in a subject, a candidate for examination shall obtain not less than fifty per cent of the total marks obtainable in an examination in the subject.

(6) Where a candidate fails to obtain pass standing in an examination in any subject, he may attend at an examination in that subject within the next ensuing three years and if he fails to obtain pass standing within such period he shall not be eligible for further examination in the subject. O. Reg. 35/73, s. 2.

**3.**—(1) For the purposes of the Act and the regulations, "professional misconduct" means any conduct in the practice of professional land surveying that would be reasonably regarded as distasteful and dishonourable by professional brethren of good repute and competence including, without limiting the generality of the foregoing,

(*a*) a contravention of the code of ethics of the Association;

(*b*) a conviction of an offence against the Act;

(*c*) a conviction of an offence under the *Criminal Code* (Canada) or any other statute that would cast doubt upon either the honesty or competence to practise of a member of the Association; and

(*d*) incompetence.

(2) In subsection (1), "incompetence" means lack of adequate knowledge of, or continued neglect of, or failure to exercise, the ordinary skills of a member of the Association in the practice of professional land surveying including, without limiting the generality of the foregoing, a breach of the requirements of any statute of Ontario or the regulations made thereunder respecting surveys or Ontario Land Surveyors. O. Reg. 35/73, s. 4.

# REGULATION 927

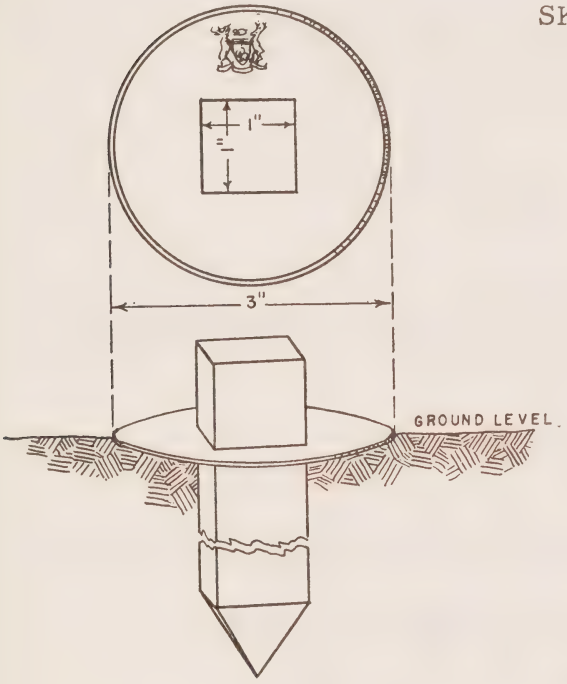
under the Surveys Act

## MONUMENTS

**1.** In this Regulation,

(*a*) "Bronze Cap" means a brass or bronze casting generally flat and circular in shape, bearing letters or numbers of identification or both, affixed to a Standard Iron Bar, a Short Standard Iron Bar or a Crown Lands Rock Bar, illustrated as follows:

SKETCH

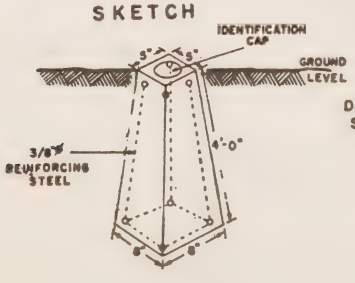



DESIGNATION ON SURVEY PLAN




(*b*) "Concrete Monument" means a precast section of concrete five inches square at the top and eight inches square at the base and at least four feet long, reinforced throughout with four steel rods, three-eighths of an inch in diameter and fitted with a bronze or aluminum identification cap on the top, planted so that the base is at least four feet below the ground level, illustrated as follows:

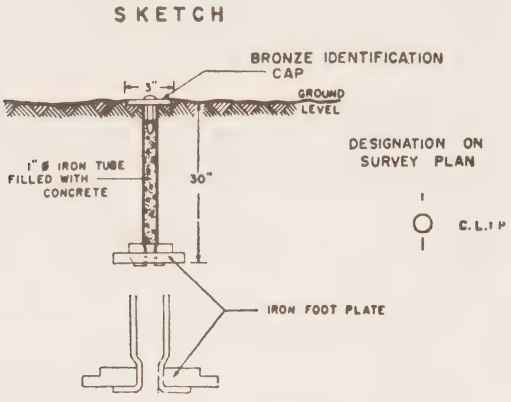
SKETCH




DESIGNATION ON SURVEY PLAN

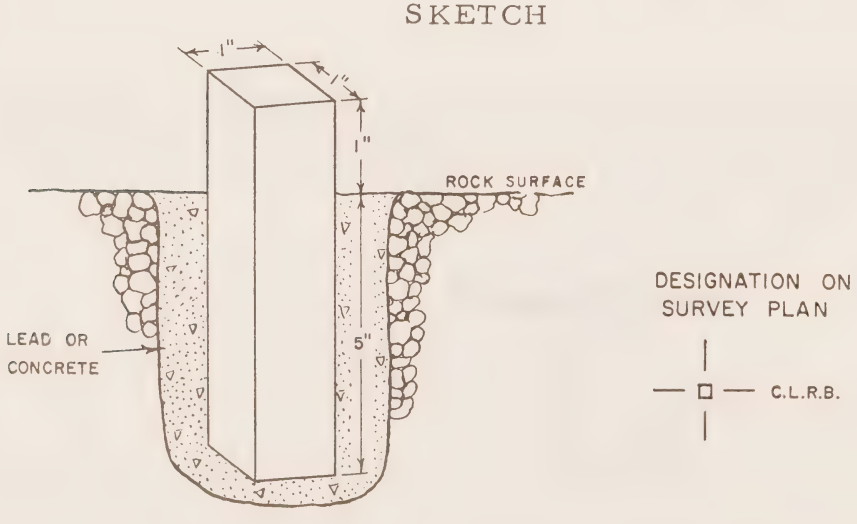


(*c*) "Crown Lands Iron Post" means an iron or steel tube one inch inside diameter and thirty inches long filled with concrete and fitted with an iron or steel foot plate and a bronze identification cap on the top and planted so that the identification cap is flush with the ground level, illustrated as follows:

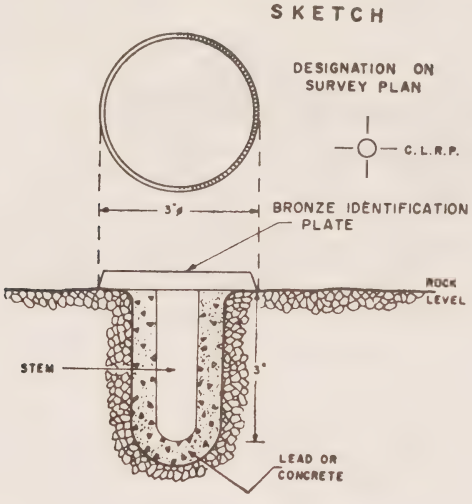



(*d*) "Crown Lands Monument" means a Standard Iron Bar, a Concrete Monument, a Rock Bar, a Crown Lands Iron Post, a Crown Lands Rock Bar, a Crown Lands Rock Post, an Iron Bar or a Short Standard Iron Bar;

(*e*) "Crown Lands Rock Bar" means an iron or steel bar one inch square and six inches long, cemented or leaded into solid bedrock so that the base of the bar is at least five inches into solid bedrock, illustrated as follows:

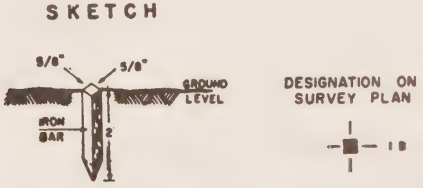


(*f*) "Crown Lands Rock Post" means a bronze identification cap mounted on a stem three inches long and moulded together and with the stem leaded or cemented into solid bedrock so that the cap is flush with the rock level, illustrated as follows:

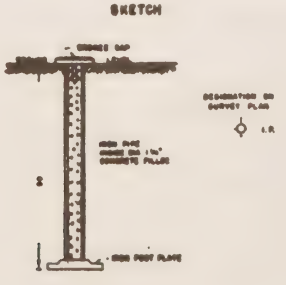



(*g*) "Cut Cross" means a mark in the form of a cross, three inches in both width and length, cut into bedrock or a concreted area so that the width and depth of the cut mark is one-quarter of an inch across and one-quarter of an inch deep;

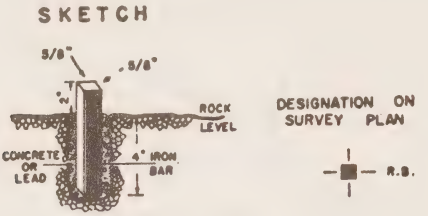
(*h*) "Iron Bar" means an iron or steel bar five-eighths of an inch square and two feet long pointed at one end and planted in the ground so that the top of the bar is flush with the ground level, illustrated as follows:



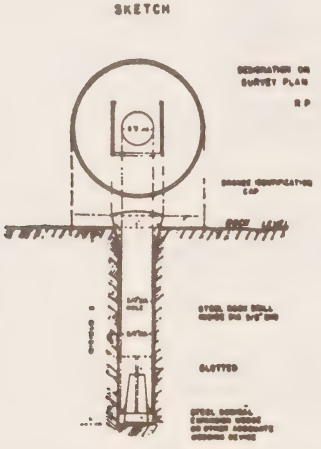

(*i*) "Iron Post" means an iron or steel tube one and one-quarter inches inside diameter and thirty inches long filled with concrete, fitted with an iron or steel foot plate and a bronze identification cap on the top and planted so that the identification cap is flush with the ground level, illustrated as follows:



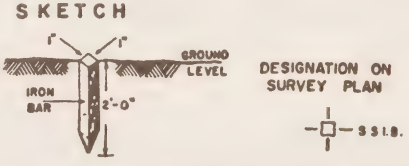
(*j*) "Rock Bar" means an iron or steel bar five-eighths of an inch square and six inches long cemented or leaded into solid bedrock so that the base of the bar is at least four inches into the solid bedrock, illustrated as follows:



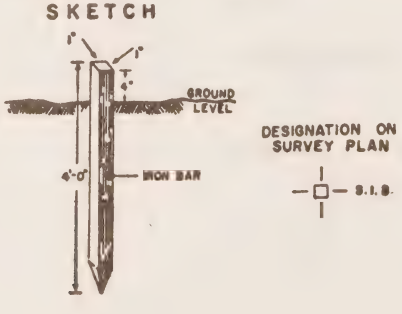

(*k*) "Rock Post" means a bronze or aluminum identification cap fitted on a metal shaft at least five-eighths of an inch in diameter and three inches long and planted in solid bedrock so that the cap is flush with the rock level and the base of the shaft is securely wedged in the bedrock, illustrated as follows:




(*l*) "Short Standard Iron Bar" means an iron or steel bar one inch square and two feet long pointed at one end and planted into the ground so that the top of the bar is flush with the ground level, illustrated as follows:




(*m*) "Standard Iron Bar" means an iron or steel bar one inch square and four feet long pointed at one end and planted in the ground so that the top of the bar is not more than four inches above the level of the ground, illustrated as follows:



(*n*) "Stone Mound" means a mound of stones not less that 1½ feet high having a base not less than three feet in diameter, illustrated as follows:

SKETCH

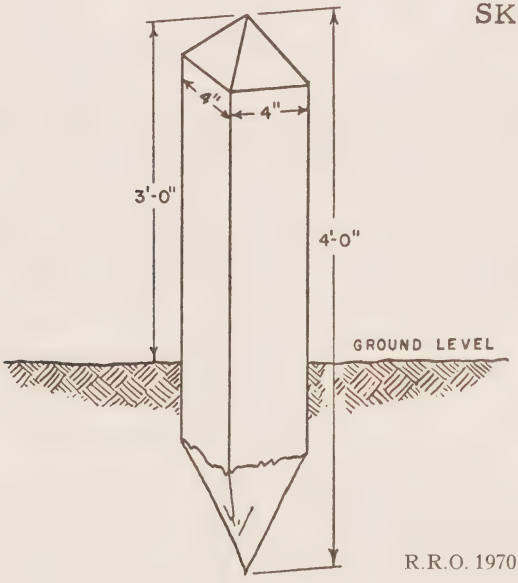



DESIGNATION ON SURVEY PLAN

S.M.

(*o*) "Wooden Guide Post" means a wood post not less than four inches square and not less than four feet long pointed at one end and domed at the other and planted in the ground so that the domed end of the post is not less than three feet above ground level, illustrated as follows:

SKETCH




DESIGNATION ON SURVEY PLAN

W.P.

R.R.O. 1970, Reg. 807, s. 1; O. Reg. 72/73, s. 1 (1, 2).

**2.**—(1) A Bronze Cap shall be designated on a plan of survey by a hollow circle surrounding the designation of the monument and by the addition of the letters B. C. to the letters of the designation.

(2) A Concrete Monument shall be designated on a plan of survey by a hollow square and the letters C.M.

(3) A Crown Lands Iron Post shall be designated on a plan of survey by a hollow circle and the letters C.L.I.P.

(4) A Crown Lands Rock Bar shall be designated on a plan of survey by a hollow square and the letters C.L.R.B.

(5) A Crown Lands Rock Post shall be designated on a plan of survey by a hollow circle and the letters C.L.R.P.

(6) A Cut Cross shall be designated on a plan of survey by a cross and the letters C.C.

(7) An Iron Bar shall be designated on a plan of survey by a solid square and the letters I.B.

(8) An Iron Post shall be designated on a plan of survey by a hollow circle and the letters I.P.

(9) A Rock Bar shall be designated on a plan of survey by a solid square and the letters R.B.

(10) A Rock Post shall be designated on a plan of survey by a solid circle and the letters R.P.

(11) A Short Standard Iron Bar shall be designated on a plan of survey by a hollow square and the letters S.S.I.B.

(12) A Standard Iron Bar shall be designated on a plan of survey by a hollow square and the letters S.I.B.

(13) A Stone Mound shall be designated on a plan of survey by the letters S.M.

(14) A Wooden Guide Post shall be designated on a plan of survey by the letters W.P. R.R.O. 1970, Reg. 807, s. 2.

GENERAL SURVEYS

**3.** Where any survey of land is made for the purpose of defining, locating or describing any line, boundary or corner of a parcel of land except a survey of land for which special provision is made in this Regulation,

(*a*) and any angle or corner on the boundaries of the parcel of land is shown on a plan of survey made under competent authority, every such angle or corner shall be defined in the survey by,

(i) a Standard Iron Bar,

(ii) a Rock Bar, or

(iii) a Rock Post;

(*b*) one-quarter of the total number of angles and corners on the boundaries of the parcel of land not defined in the survey in the manner prescribed by clause (*a*) shall be defined in the survey by,

(i) a Standard Iron Bar,

(ii) a Rock Bar, or

(iii) a Rock Post;

but where a resurvey is made of a lot or subdivision unit shown on a registered plan of subdivision, the monuments planted need not be of a more substantial nature than those shown on the plan of subdivision, provided the monuments shown comply with section 4.

(*c*) every angle and corner on the boundaries of the parcel of land not defined in the survey in the manner prescribed by clause (*a*) or (*b*) shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar,

(iii) a Cut Cross, or

(iv) a Rock Post; and

(*d*) every angle on a survey line shown on a plan of survey established to make a closed traverse and determine an irregular boundary shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar,

(iii) a Cut Cross, or

(iv) a Rock Post. R.R.O. 1970, Reg. 807, s. 3.

SUBDIVISION SURVEYS UNDER THE REGISTRY ACT AND THE LAND TITLES ACT

**4.** Where surveys of land being subdivided are made and to be shown on a plan of subdivision in accordance with Part IX of the Act for the purpose of registration under the *Land Titles Act* or the *Registry Act*,

(*a*) every exterior angle, every angle of each street intersection, the beginning and end of every curved boundary of constant radius, every angle in a street or block boundary and points on the limits of the streets and blocks at intervals not greater than 500 feet apart shall be defined in the survey by,

(i) a Standard Iron Bar,

(ii) a Concrete Monument, or

(iii) a Rock Bar;

(*b*) every lot corner and subdivision unit corner and every angle in any boundary of a lot and subdivision unit, not defined in the survey in the manner prescribed by clause *a* shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar, or

(iii) a Rock Post; and

(*c*) every angle on a survey line established to make a closed survey circuit shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar,

(iii) a Cut Cross, or

(iv) a Rock Post. R.R.O. 1970, Reg. 807, s. 4; O. Reg. 72/73, s. 2.

EASEMENT SURVEYS

**5.**—(1) Where a survey is made for the purpose of defining, locating and describing a boundary of a parcel of land over which an easement is or is to be granted, the beginning and end of every curve of constant radius, every point where the limit of the parcel changes direction, and points at intervals not greater than 1000 feet apart, or in cities, towns and villages points at intervals not greater than 500 feet apart, on one limit of the parcel, shall be defined by,

(*a*) a Standard Iron Bar;

(*b*) a Short Standard Iron Bar;

(*c*) a Rock Bar; or

(*d*) a Rock Post.

(2) Where a survey is made for the purpose of defining, locating and describing the centre line of a parcel of land over which an easement is or is to be granted, the beginning and end of every curve of constant radius, every angle and points at intervals not greater than 1000 feet apart or in cities, towns and villages points at intervals not greater than 500 feet apart, on the centre line, shall be defined by,

(*a*) a Standard Iron Bar;

(*b*) a Short Standard Iron Bar;

(*c*) a Rock Bar; or

(*d*) a Rock Post. R.R.O. 1970, Reg. 807, s. 5.

**6.** Where a survey is made for the purpose of fixing the position of a disputed or lost line, boundary or corner under Part VIII of the Act, every survey monument planted shall be,

(*a*) a Concrete Monument;

(*b*) a Standard Iron Bar;

(*c*) a Short Standard Iron Bar; or

(*d*) a Crown Lands Rock Bar. R.R.O. 1970, Reg. 807, s. 6.

SURVEYS UNDER THE BOUNDARIES ACT

**7.** Where a survey for the purpose of defining, locating or describing any line, boundary or corner of a parcel of land is made under the *Boundaries Act*,

(*a*) every exterior angle of a block of land, every angle and the beginning and end of every curve of constant radius in the boundary of a road, street or highway, every angle in the exterior boundary of a registered subdivision, every angle and the terminal points of a boundary line, and every angle in a township subdivision surveyed under the instructions of a competent authority and points on such boundaries at intervals not greater than 1,000 feet apart shall be defined in the survey by,

(i) a Standard Iron Bar,

(ii) a Concrete Monument, or

(iii) a Rock Bar;

(*b*) every angle and corner not defined in the survey in the manner prescribed by clause *a* shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar, or

(iii) a Rock Post; and

(*c*) every angle on a survey line established to make a closed survey circuit shall be defined in the survey by,

(i) an Iron Bar,

(ii) a Rock Bar,

(iii) a Cut Cross, or

(iv) a Rock Post. R.R.O. 1970, Reg. 807, s. 7.

SURVEYS UNDER THE MINING ACT

**8.** Where a survey of land is made in accordance with the requirements of the *Mining Act* and the regulations made thereunder, every survey monument planted shall be,

(*a*) an Iron Bar;

(*b*) a Rock Bar; or

(*c*) a Rock Post. R.R.O. 1970, Reg. 807, s. 8.

SURVEYS UNDER THE PUBLIC LANDS ACT

**9.** Where a survey of public land is made under the authority of the *Public Lands Act*, every survey monument planted shall be a Crown Lands Monument. R.R.O. 1970, Reg. 807, s. 9.

HIGHWAY SURVEY UNDER STATUTORY AUTHORITY

10.—(1) In this section "highway" means a common and public highway and includes a proposed highway.

(2) Where a survey is made for the purpose of defining, locating or describing any line or boundary of a highway the beginning and end of every curve of constant radius, every point where the limit of the highway changes direction, and points at intervals not greater than 1,000 feet apart, except that in cities, towns and villages points at intervals not greater than 500 feet apart, on the limits of the highway shall be defined in the survey by,

(*a*) a Standard Iron Bar;

(*b*) a Concrete Monument;

(*c*) a Rock Bar; or

(*d*) a Rock Post. R.R.O. 1970, Reg. 807, s. 11 (1, 2).

(3) Notwithstanding subsection (2), where, in defining a point in a survey mentioned in subsection (2) on bedrock covered by an overburden of between two to four feet inclusive in depth, a Short Standard Iron Bar may be used in lieu of a monument prescribed by subsection (2). O. Reg. 72/73, s. 3.

(4) Where a survey is made of any highway any boundary mark found within the limits of the highway which may be removed, lost or destroyed by construction or improvment of the highway shall be witnessed in the survey by,

(*a*) a Standard Iron Bar;

(*b*) a Concrete Monument;

(*c*) a Rock Bar;

(*d*) a Rock Post;

(*e*) an Iron Bar; or

(*f*) a Short Standard Iron Bar,

planted on the limit of the highway opposite the boundary mark. R.R.O. 1970, Reg. 807, s. 11 (3).

GENERAL

11.—(1) Where because of the nature of the location of a survey point it is impracticable to comply fully with this Regulation, the point shall be defined by a monument that represents substantial compliance and shall be shown on the plan of the survey by a symbol and a full description of the form and kind of monument.

(2) Where because of the nature of the location of a survey point it is impossible or impracticable to define the point with a survey monument, it shall be witnessed by a survey monument as prescribed for the survey point and shall be shown on a plan of survey by the proper symbol and letters and also the letters WIT.

(3) A witness monument planted in accordance with subsection (2) shall, if the nature of the location permits, be planted at a distance not greater than 100 feet from the point witnessed. R.R.O. 1970, Reg. 807, s. 12.

12. Survey monuments may be designated on a plan of survey by symbols alone if the proper designation set out in this Regulation is shown by the symbols and letters in a legend on the face of the plan. R.R.O. 1970, Reg. 807, s. 13.

13. A survey point may be defined by a monument of greater dimensions than those required by this Regulation but the monument shall be of the same substance, form and type as prescribed by this Regulation and shall be designated on the plan of survey by the proper symbol and a full description of the monument. R.R.O. 1970, Reg. 807, s. 14.

14. A metal tube that has an inside diameter of at least one and one-half inches and a length of at least six feet and that is fitted on the top with a bronze or aluminum identification cap set in concrete may be used in lieu of a monument required by this Regulation for the purpose of defining a survey point in marsh, muskeg or loose sand. R.R.O. 1970, Reg. 807, s. 15.

15.—(1) Notwithstanding anything contained in this Regulation, Crown Lands Rock Bars, Short Standard Iron Bars and Standard Iron Bars formed from round iron or steel bars having a diameter of one inch and Iron Bars and Rock Bars formed from iron or steel bars three-quarters of an inch square or from round iron or steel bars having a diameter of three-quarters of an inch or five-eighths of an inch, but which in all other respects comply with the requirements of this Regulation, may be used to identify points in surveys.

(2) Crown Lands Rock Bars, Iron Bars, Rock Bars, Short Standard Iron Bars and Standard Iron Bars formed from round iron or steel bars as described in subsection (1) shall be designated on a plan of survey by the symbols and letters prescribed by subsections 2 (4), (7), (9), (11) and (12) followed by the notation "Round" or by the symbol "℗". O. Reg. 29/74, s. 1.

# REGULATION 928

under the Surveys Act

## SURVEY METHODS

### PART I

### GENERAL

**1.** The method of performing the survey in the provision of the Act referred to in paragraph 1 of Methods 2 to 9, 11 to 41, 43 to 80, 82 to 117, 119 to 143 and 146 to 166 shall be by the method set out in paragraph 2 and as illustrated by the sketch or sketches in paragraph 3 of each Method. R.R.O. 1970, Reg. 808, s. 1.

**2.** The usual practice in the original survey for the type of township in the provision of the Act referred to in paragraph 1 of Methods 1, 10, 42, 81, 118, 144 and 145 is illustrated by the sketch or sketches in paragraph 2 of each Method. R.R.O. 1970, Reg. 808, s. 2.

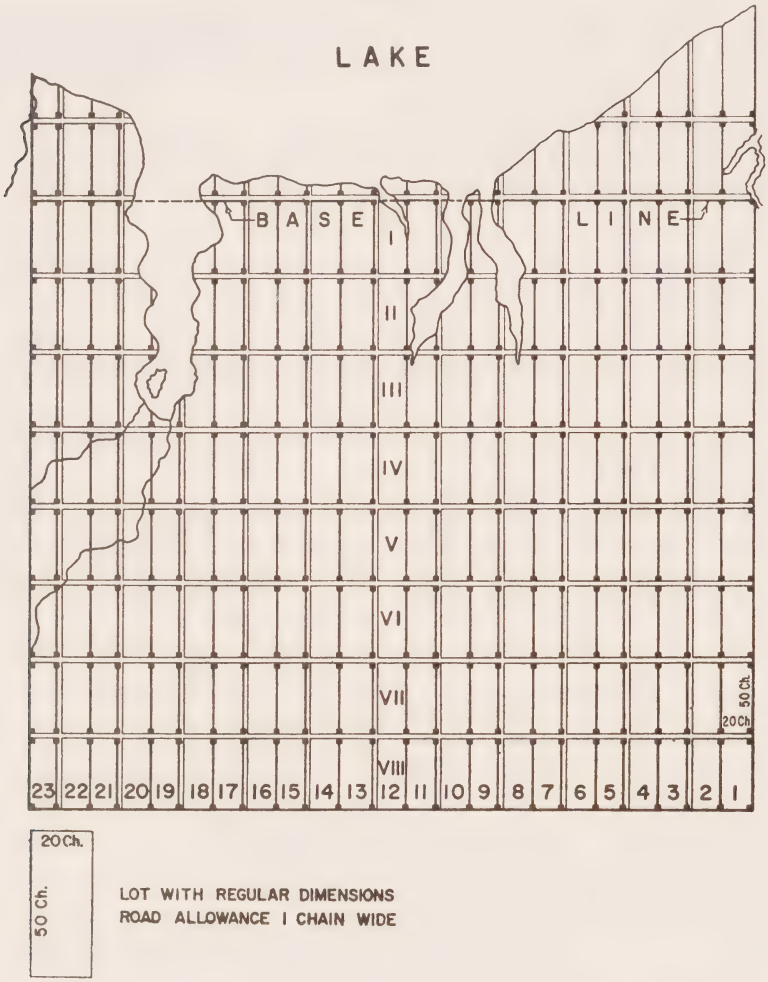
PART II

FRONT AND REAR TOWNSHIPS

METHOD 1

1. Section 13, subsection 1, a "front and rear township" is one where the usual practice in the original survey was to survey the boundaries, base lines, if any, and the side lines of the lots and establish the corners of the lots and make road allowances between each concession and along the side lines between each second lot.

2. SKETCH




**Heavy lines (—) indicate lines surveyed.**
**Squares (■) indicate lot corners usually established but not always posted.**

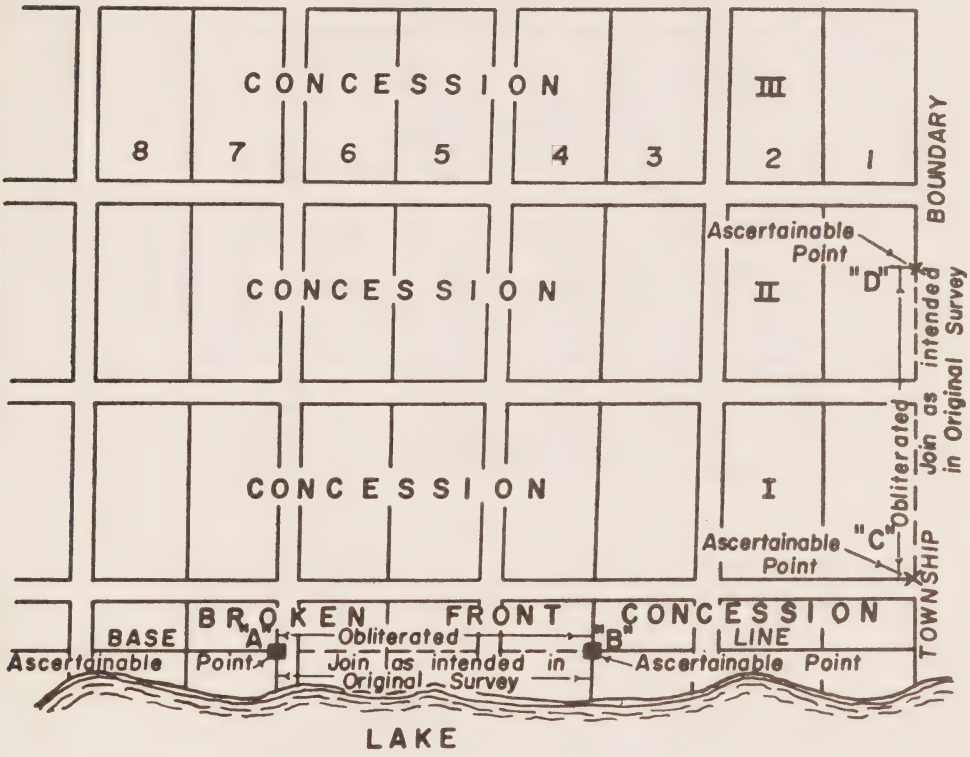
R.R.O. 1970, Reg. 808, Meth. 1.

METHOD 2

1. Section 13, subsection 2, paragraph 2, to re-establish part of an obliterated township boundary or base line in a front and rear township where no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the side line as intended in the original survey.

3. SKETCH




Re-establish obliterated part of base line by joining ascertainable points A and B as intended in the original survey*

Re-establish obliterated part of township boundary by joining ascertainable points C and D as intended in the original survey.

R.R.O. 1970, Reg. 808, Meth. 2; O. Reg. 71/73, s. 1.

METHOD 3

1. Section 13, subsection 2, paragraph 3, to re-establish an obliterated side line or part thereof in a front and rear township where no evidence of the original position of the side line exists.

2. Join the nearest ascertainable points on the side line as intended in the original survey and, where the end of the side line is also obliterated, measure along the base line or township boundary in the manner intended the distance shown on the original plan and field notes.

3. SKETCH




Survey line measured from A to B in the original survey. Re-establish point B by measuring distance A to B as made in the original survey.

Re-establish obliterated part of side line D-E by joining ascertainable points D and E as intended in the original survey.

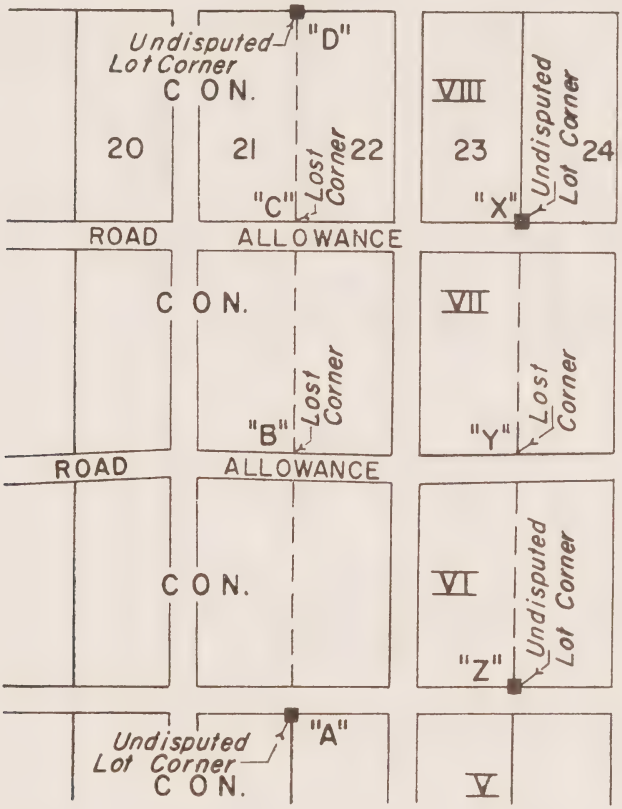
R.R.O. 1970, Reg. 808, Meth. 3.

METHOD 4

1. Section 13, subsection 2, paragraph 4, to re-establish a lost lot corner in a front and rear township when no evidence of the original position of the corner exists.

2. Determine the distance along the side line between the two nearest undisputed lot corners, one being on either side of the lost corner, and establish the lost corner by dividing the distance proportionately as intended in the original survey, having regard for any road allowance made in the original survey.

3. SKETCH




Establish lost lot corners C and B by dividing the distance between undisputed lot corners A and D proportionately as intended in the original survey, having due regard for the road allowance made in the original survey.

Establish lost corner Y by dividing the distance between undisputed lot corners X and Z proportionately as intended in the original survey, having due regard for any allowance for road made in the original survey.

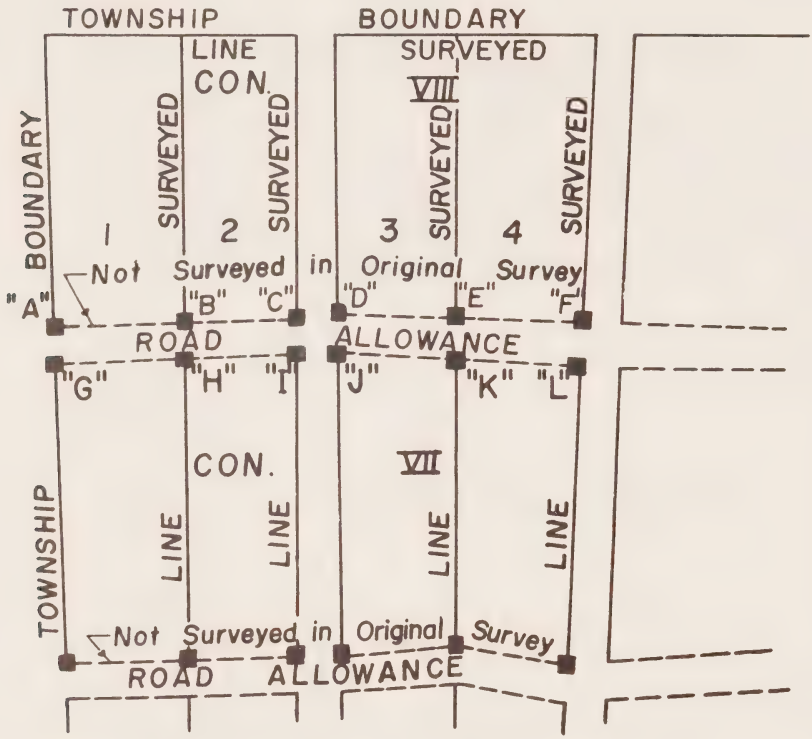
R.R.O. 1970, Reg. 808, Meth. 4; O. Reg. 71/73, s. 2.

METHOD 5

1. Section 14, to establish the boundary of a lot shown on the original plan but not surveyed in the original survey in a front and rear township.

2. Join the two established corners of such lot with a straight line.

3. SKETCH




(■) Square indicates corners of lots established in original survey but not always posted.
Lines marked "line surveyed" were surveyed in original survey.

Join A-B, B-C, D-E, E-F, for boundaries of lots not surveyed in the original survey.
Join G-H, H-I, J-K, K-L, for boundaries of lots not surveyed in the original survey.

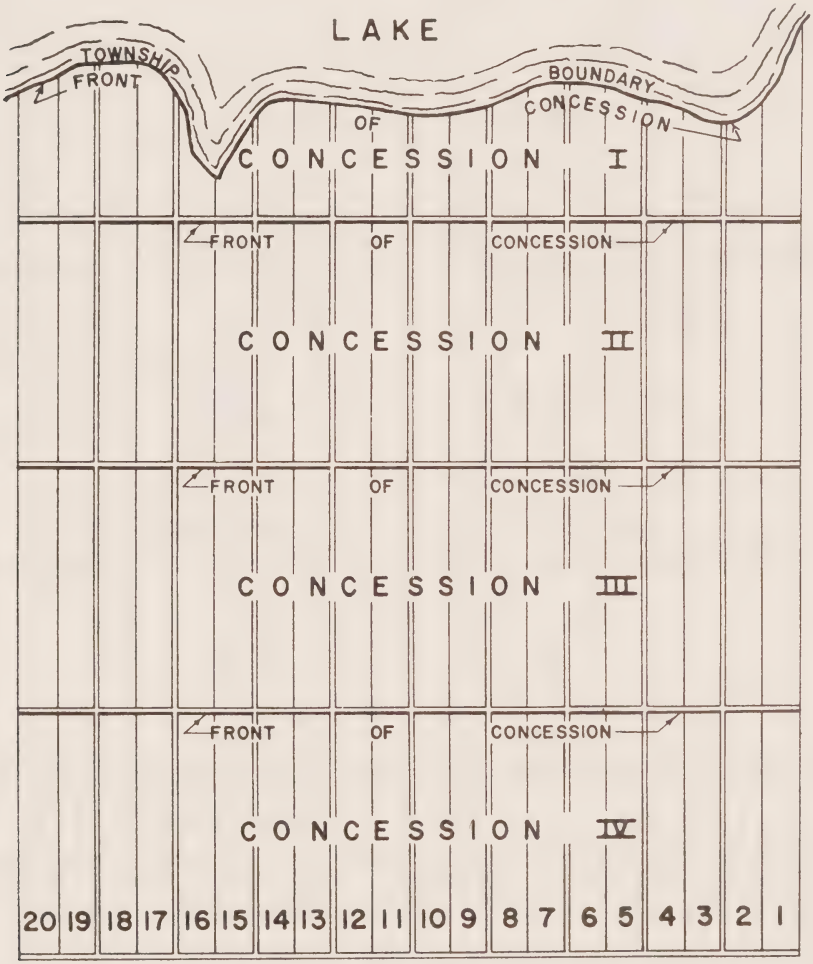
R.R.O. 1970, Reg. 808, Meth. 5.

METHOD 6

1. Section 15, to define the front of a concession in a front and rear township when the concessions are numbered or lettered.

2. The front of a concession is the boundary of the concession that is nearest the boundary of the township from which the concessions are numbered or lettered.

3. SKETCH



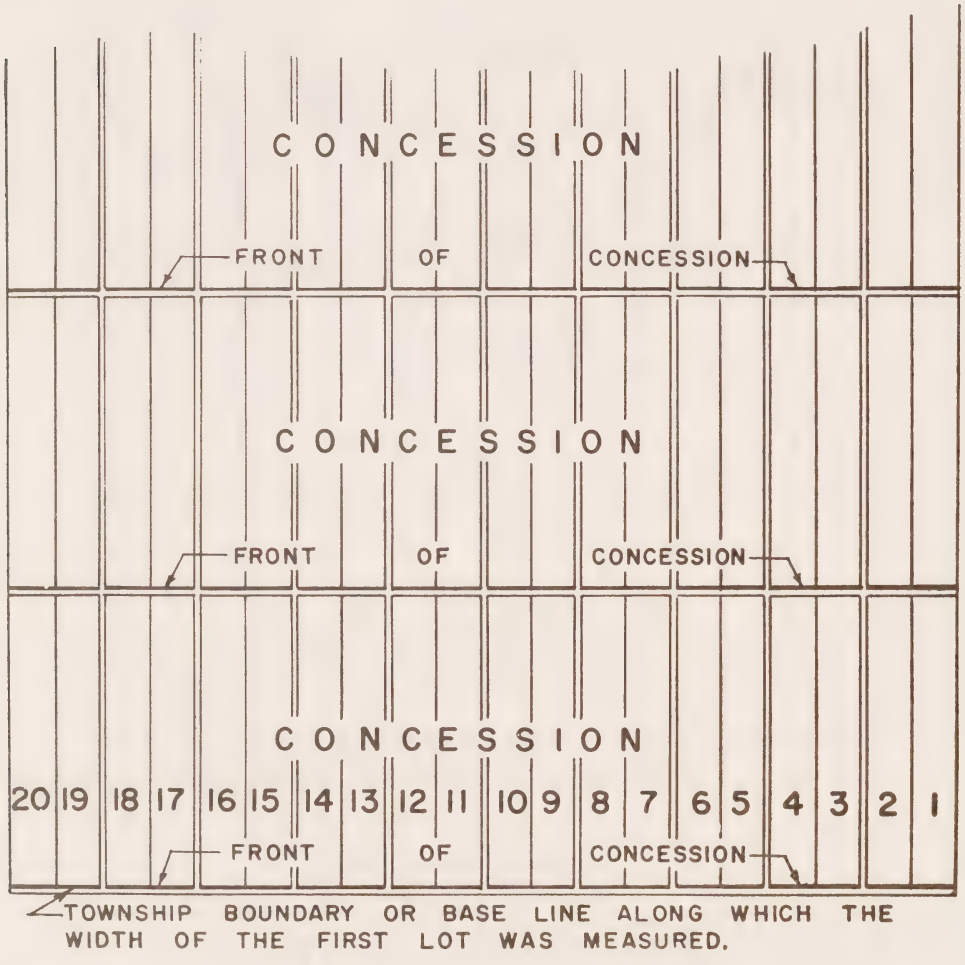

R.R.O. 1970, Reg. 808, Meth. 6.

METHOD 7

1. Section 15, to define the front of a concession in a front and rear township in which the concessions are not numbered or lettered.

2. The front of a concession is the boundary of the concession nearest to the boundary of the township or the base line along which the width of the first lot was measured in the original survey.

3. SKETCH



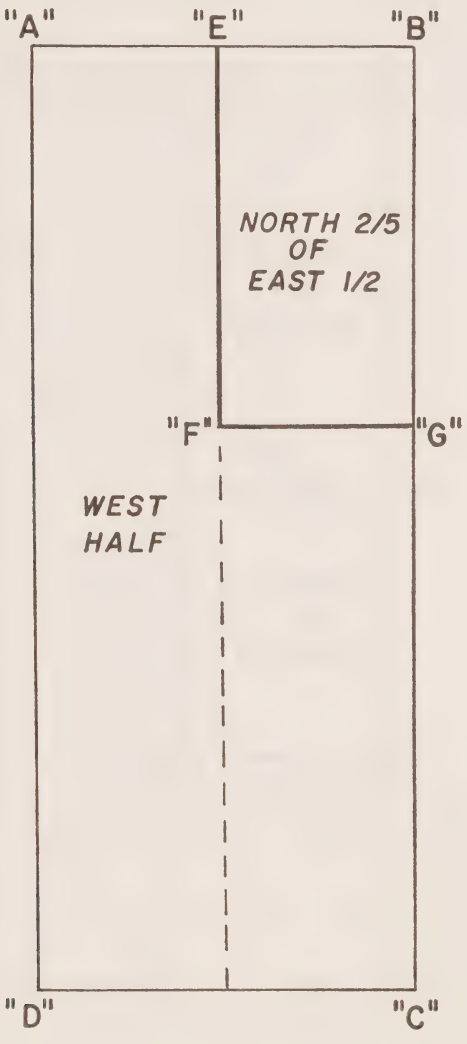

R.R.O. 1970, Reg. 808, Meth. 7.

METHOD 8

1. Section 16, subsection 1, to define the aliquot part of a lot in a front and rear township.

2. The aliquot part of a lot is the aliquot part of the area of the lot whether the area so determined is more or less than that expressed in any grant or other instrument that intended to describe the part.

3. SKETCH




Area of lot A, B, C, D determined by measurement is 104 acres.

Area of lot A, B, C, D expressed in grant is 100 acres.

Determine area of North $^{2}/_{5}$ of East ½ of lot as $^{2}/_{5}$ of 52 acres.

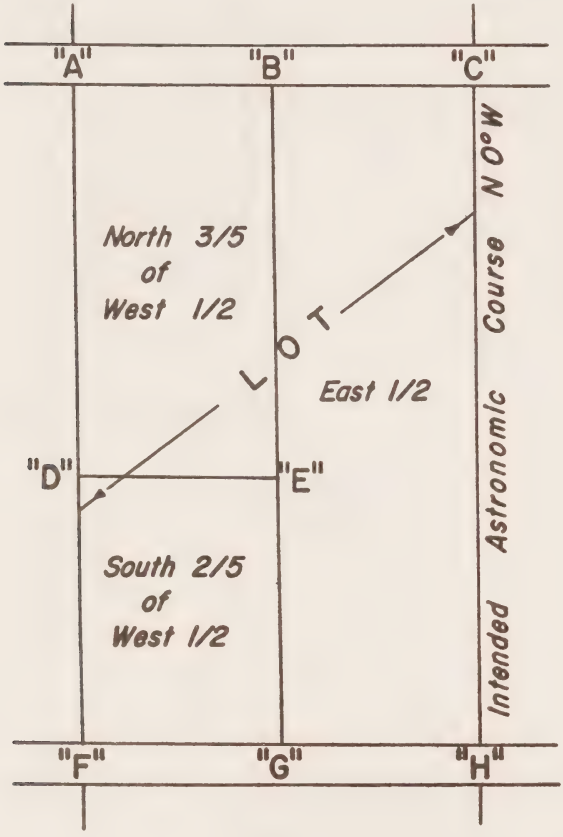
R.R.O. 1970, Reg. 808, Meth. 8.

METHOD 9

1. Section 16, subsection 2, to survey the boundaries of an aliquot part of a lot in a front and rear township of which lot no aliquot part was surveyed before the 1st day of January, 1959.

2. Survey the boundaries on the astronomic course intended in the original survey for the side lines of the lot or on the astronomic course intended for the base line of the township, as the case may be.

3. SKETCH




Survey line B-G on same astronomic course as that intended for the side lines of the lot.

Survey line D-E on same astronomic course as intended for base line of township in the original survey.

All parts of lot are aliquot parts of area of lot.

R.R.O. 1970, Reg. 808, Meth. 9.

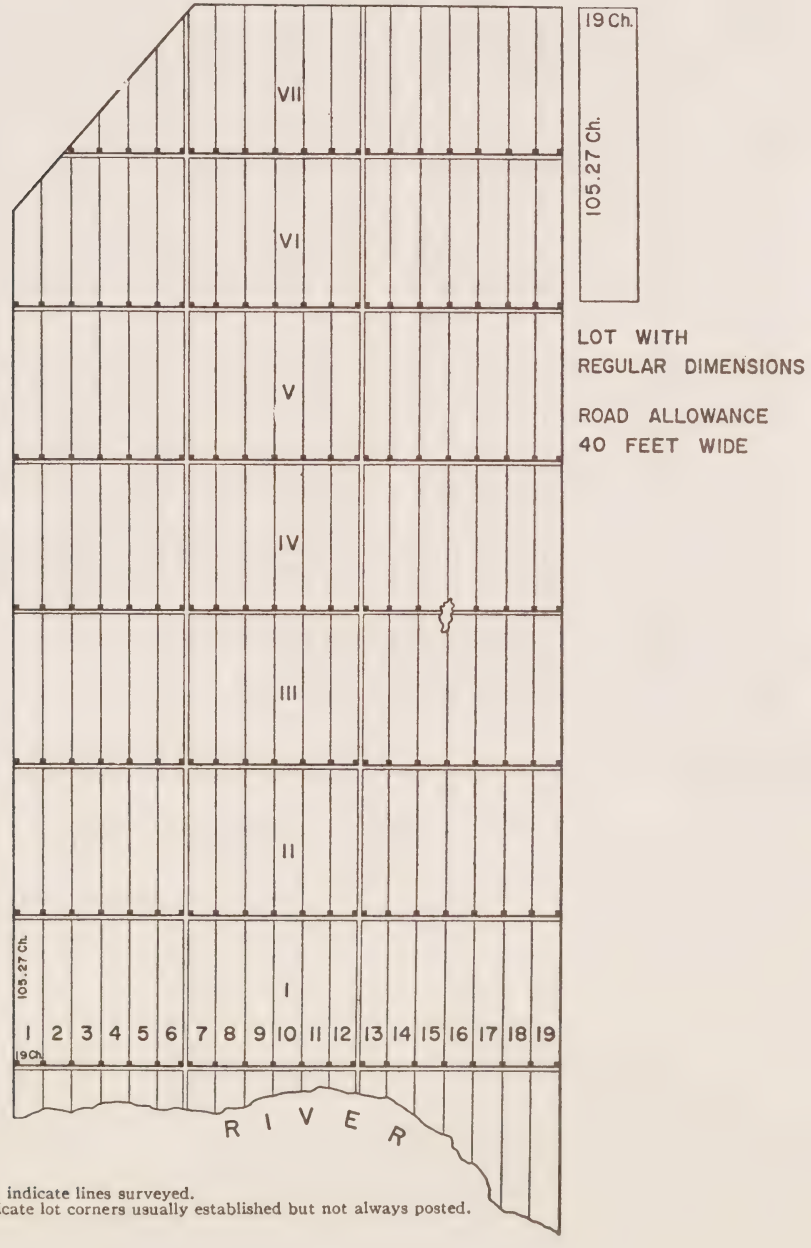
PART III

SINGLE FRONT TOWNSHIPS

METHOD 10

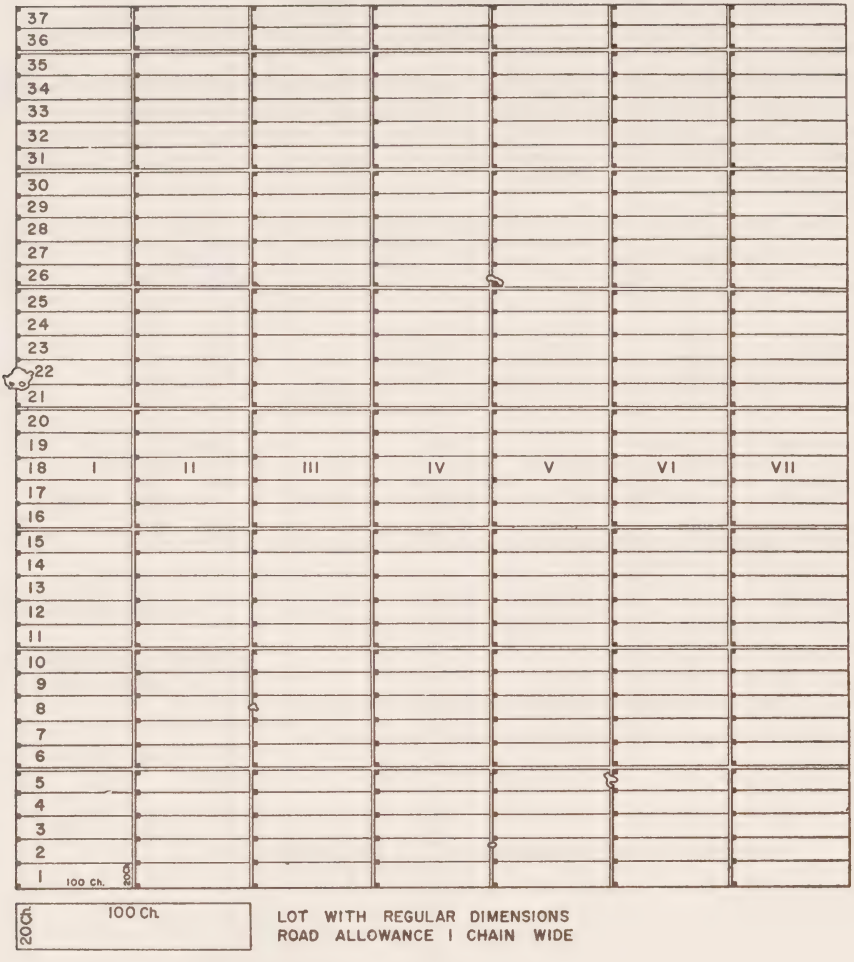
1. Section 17, subsection 1, a "single front township" means a township where the usual practice in the original survey was to survey the township boundaries, the front lines of the concessions, the proof lines and base lines, if any, and divide the concessions in lots having regular dimensions and establish the lot corners on the front of each concession and make road allowances of uniform width between each concession and across the concessions between certain lots.

2. (i) SKETCH



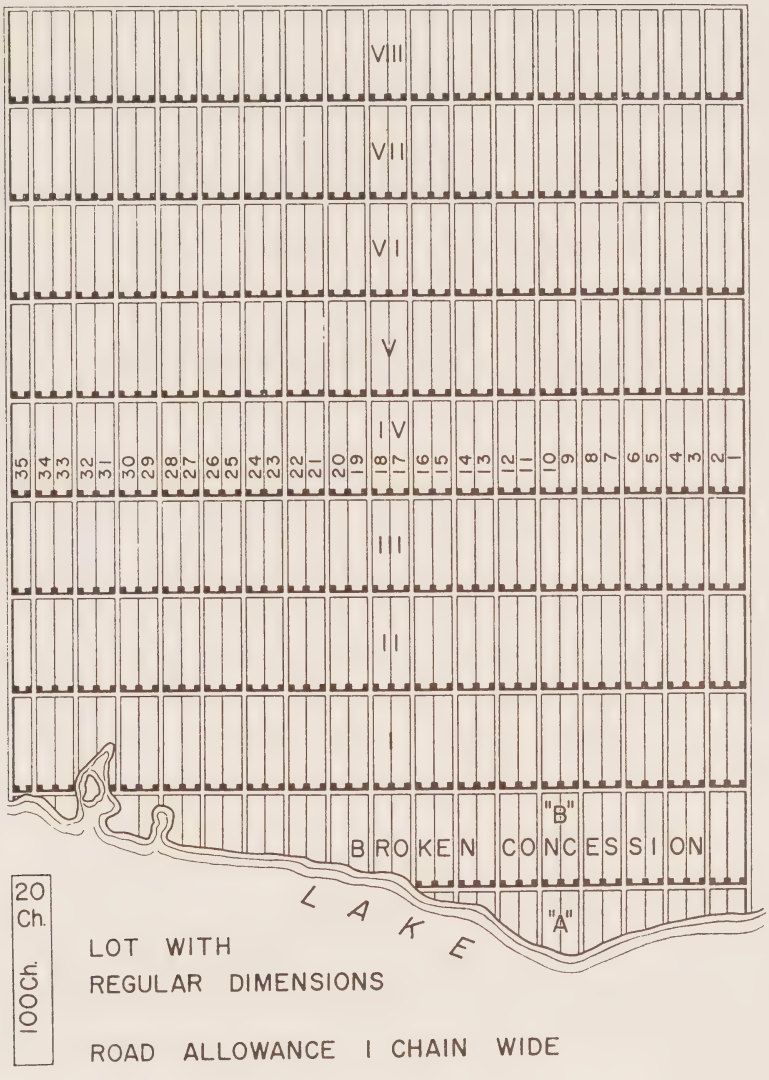

Heavy lines (—) indicate lines surveyed.
Squares (■) indicate lot corners usually established but not always posted.

(ii) SKETCH




Heavy lines (—) indicate lines surveyed.
Squares (■) indicate lot corners usually established but not always posted.

(iii) SKETCH




**Heavy lines (—) indicate lines surveyed.**
**Squares (■) indicate lot corners usually established but not always posted.**

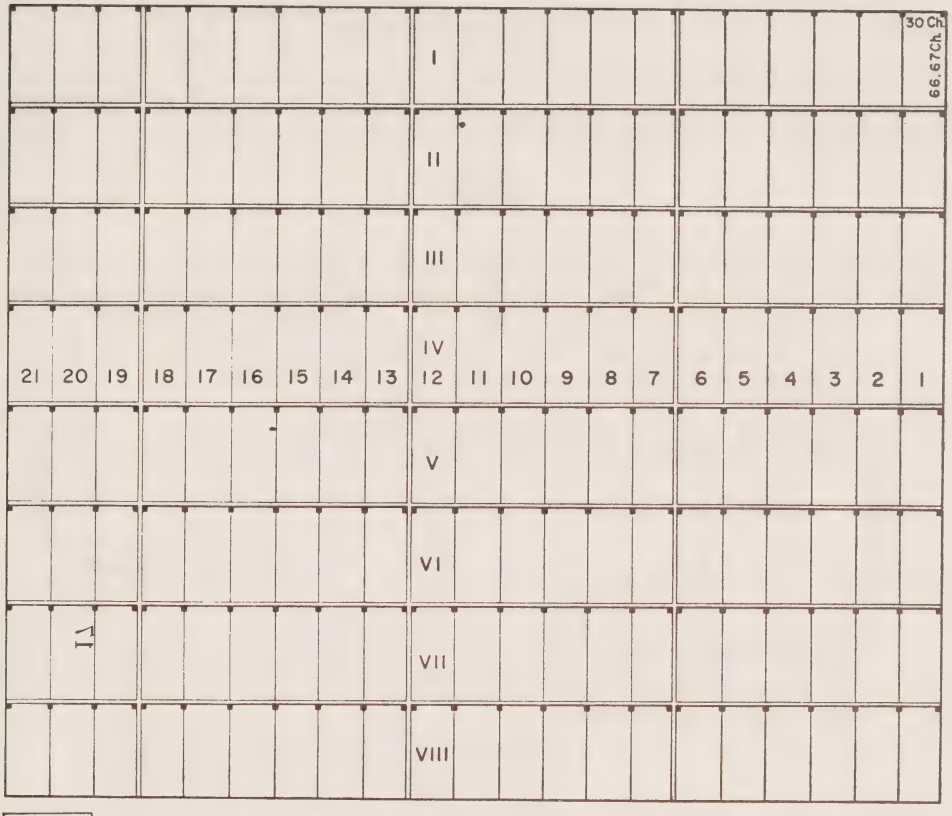
(iv) SKETCH

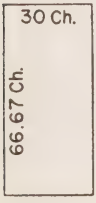



**Heavy lines (—) indicate lines surveyed.**
**Squares (■) indicate lot corners usually established but not always posted.**

NOTE: This type of single front township does not conform to the usual method of survey of single front townships. It is sometimes referred to as the alternate concession, single front township. It should be noted that road allowances were made between alternate concessions and the front line of such alternate concessions only were surveyed.

(v) SKETCH




LOT WITH REGULAR DIMENSIONS

ROAD ALLOWANCE 1 CHAIN WIDE

**Heavy lines (—) indicate lines surveyed.**
**Squares (■) indicate lot corners usually established but not always posted.**

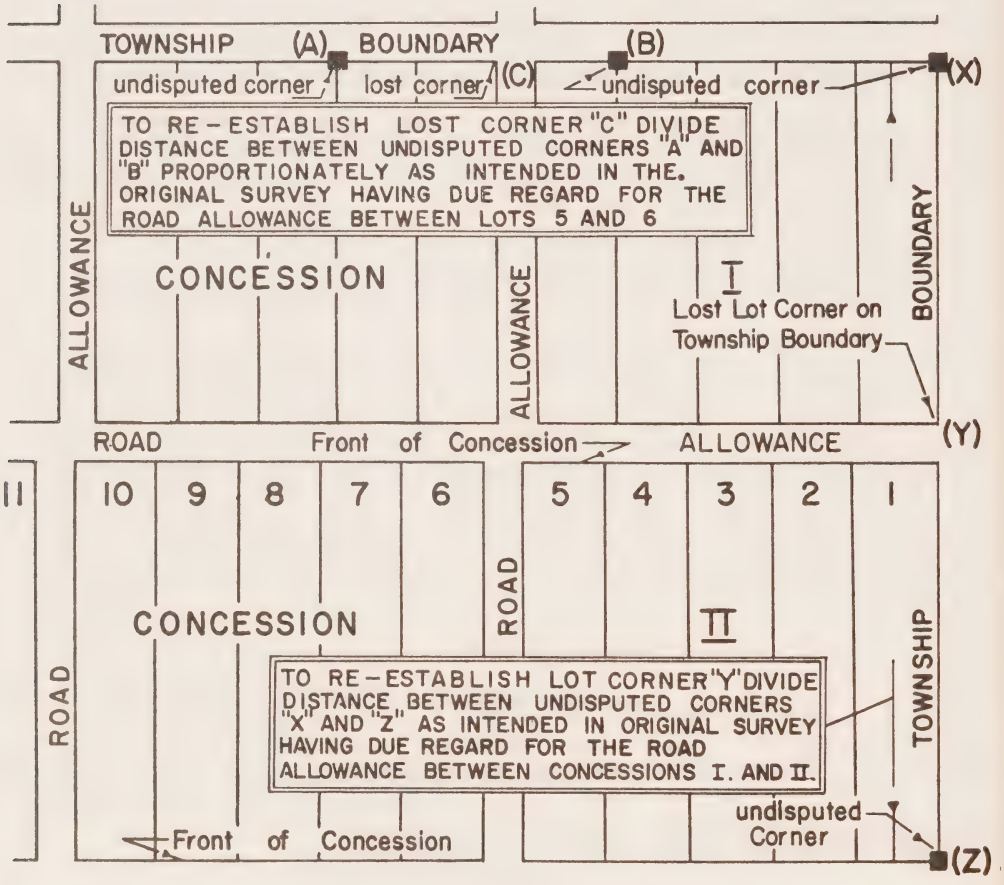
R.R.O. 1970, Reg. 808, Meth. 10.

METHOD 11

1. Section 17, subsection 2, paragraph 2, to re-establish a lost lot corner in a single front township on a township boundary where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners on the township boundary, one being on either side of the lost corner, and re-establish the lost lot corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



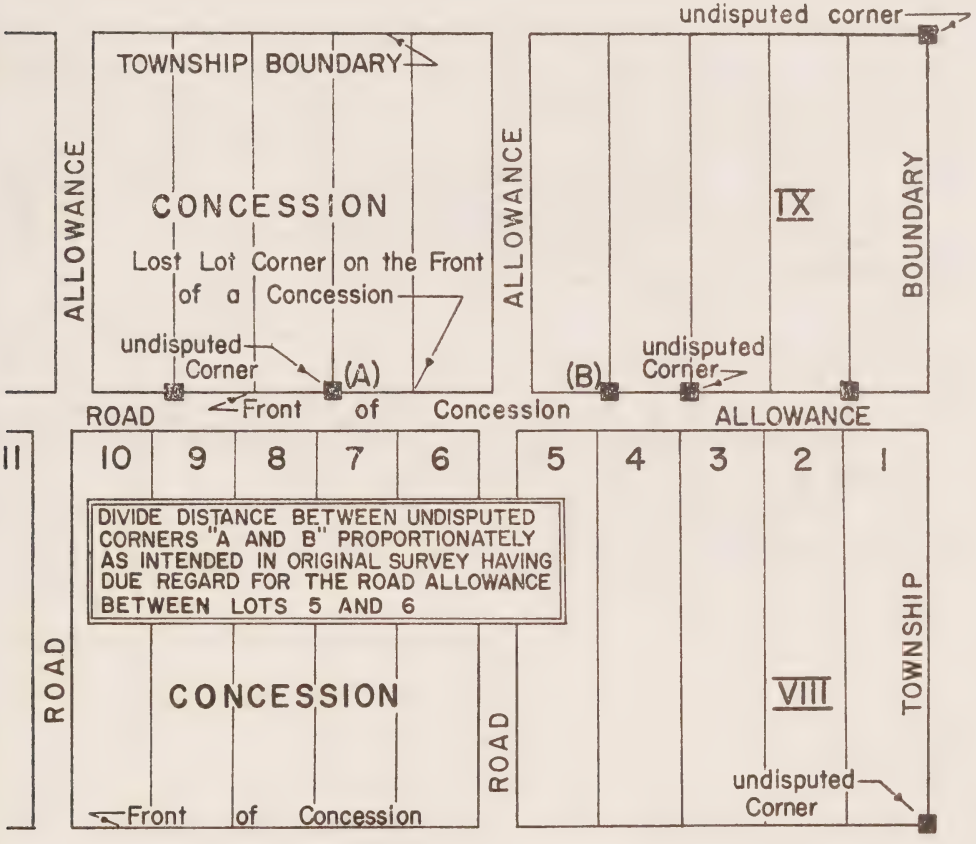

R.R.O. 1970, Reg. 808, Meth. 11.

METHOD 12

1. Section 17, subsection 2, paragraph 2, to re-establish a lost lot corner in a single front township on the front of a concession where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners on the front of a concession, one being on either side of the lost corner, and re-establish the lost lot corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



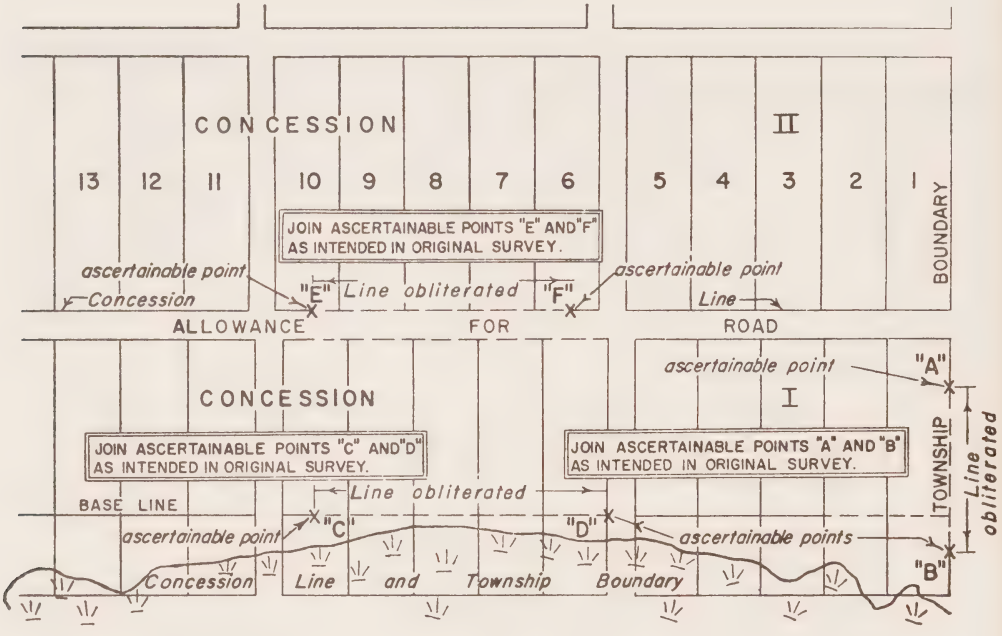

R.R.O. 1970, Reg. 808, Meth. 12.

METHOD 13

1. Section 17, subsection 2, paragraph 3, to re-establish part of a township boundary, base line or concession line in a single front township which is obliterated and where no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the obliterated boundary or line as intended in the original survey.

3. SKETCH



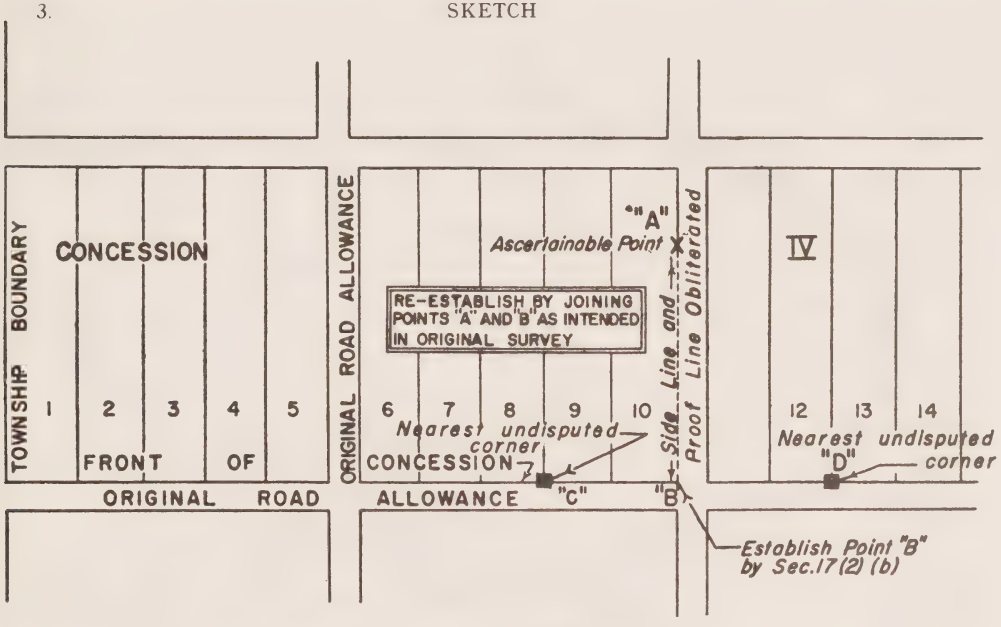

R.R.O. 1970, Reg. 808, Meth. 13; O. Reg. 71/73, s. 3.

METHOD 14

1. Section 17, subsection 2, paragraph 4, in a single front township to re-establish a side line of a lot, surveyed in the original survey as a proof line, where the line is obliterated and no evidence of the original position of the line exists.

2. Re-establish by joining the two nearest ascertainable points on the obliterated line as intended in the original survey.

3. SKETCH



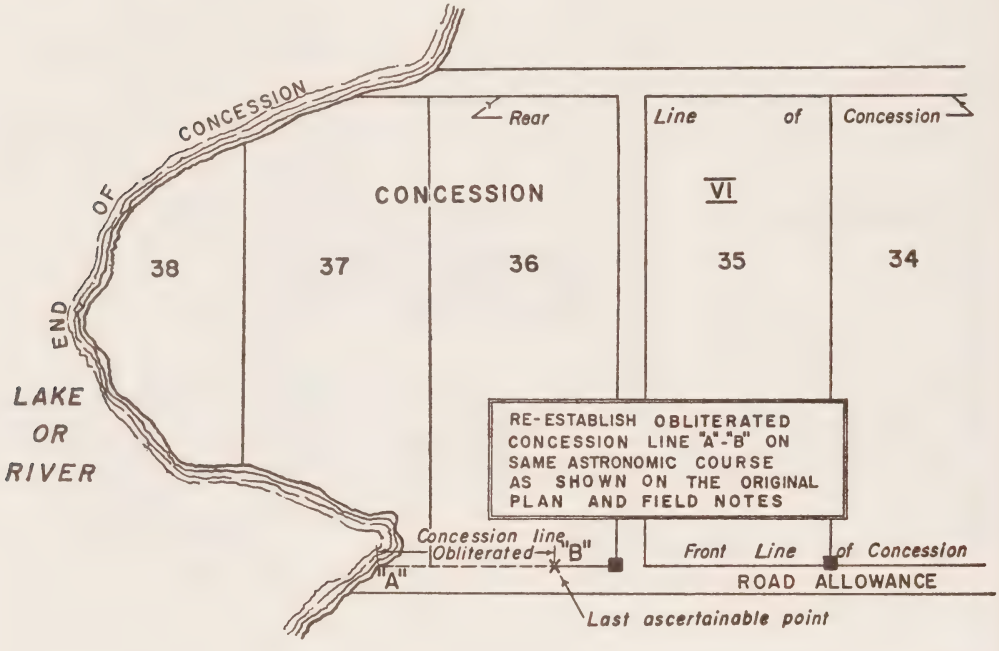

R.R.O. 1970, Reg. 808, Meth. 14.

METHOD 15

1. Section 17, subsection 2, paragraph 5, to re-establish a concession line in a single front township and the front line of the concession is broken by a lake or river at its end and is obliterated beyond the last ascertainable point and no evidence of the original position of the line exists.

2. Re-establish the concession line, on the same astronomic course as shown on the original plan and field notes, from the last ascertainable point on the concession line.

3. SKETCH



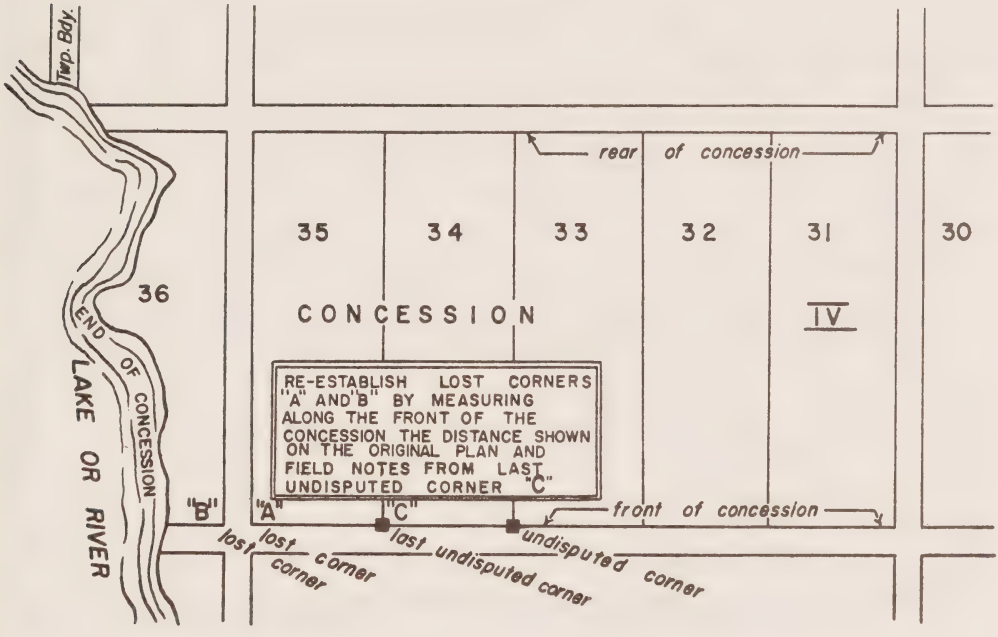

R.R.O. 1970, Reg. 808, Meth. 15.

METHOD 16

1. Section 17, subsection 2, paragraph 6, to re-establish a lost lot corner in a single front township, where the corner is beyond the last undisputed corner on the front of a concession broken by a lake or river at its end and where no evidence of the original position of the lost corner exists.

2. Re-establish the corner by measuring along the front of the concession the distance shown on the original plan and field notes from the last undisputed corner on the concession line.

3. SKETCH



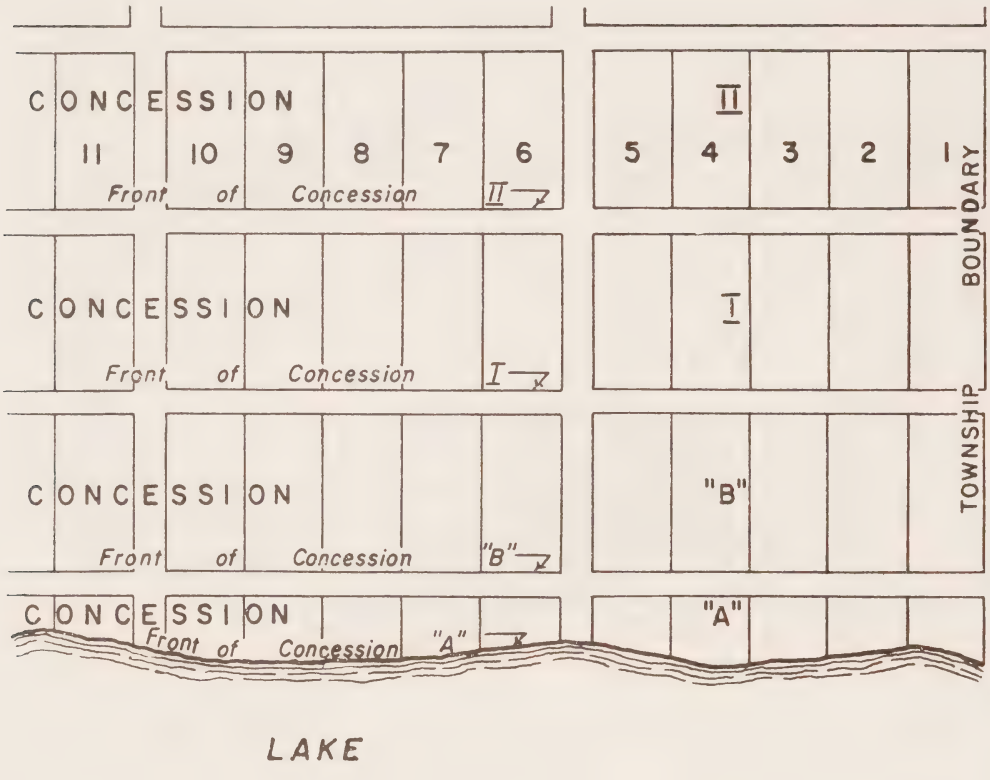

R.R.O. 1970, Reg. 808, Meth. 16.

METHOD 17

1. Section 18, to define the front of a concession in a single front township.

2. That boundary of the concession that is nearest the boundary of the township from which the concessions are numbered or lettered.

3. SKETCH



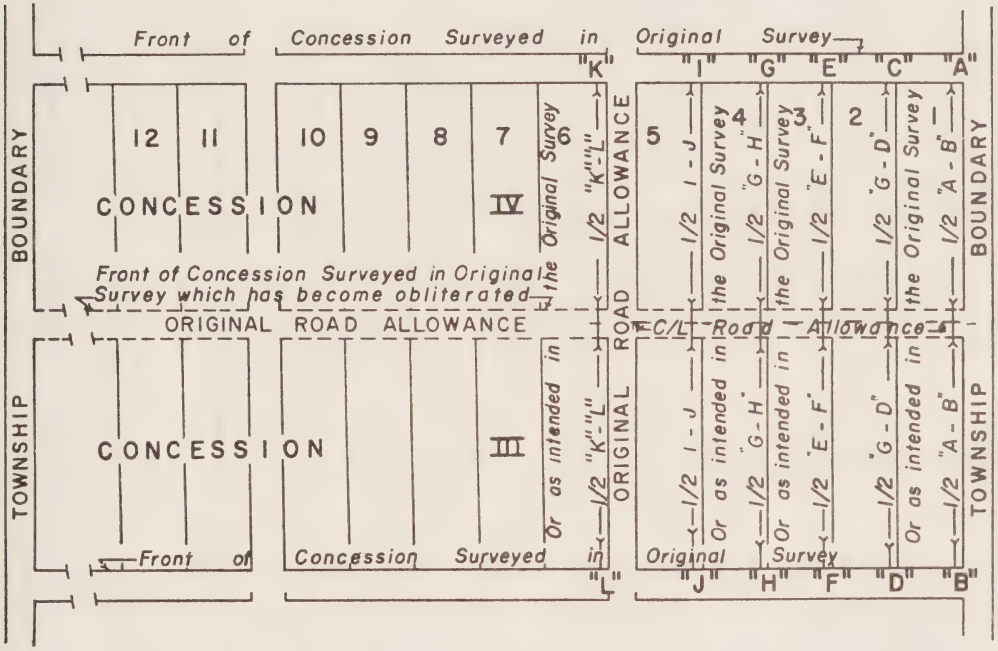

R.R.O. 1970, Reg. 808, Meth. 17.

METHOD 18

1. Section 19, to re-establish the whole of the front boundary of a concession in a single front township that is obliterated and no evidence of the position of the original line exists.

2. Re-establish the obliterated front boundary of the concession by giving to the lots in each of the adjacent concessions a depth proportionate to that intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



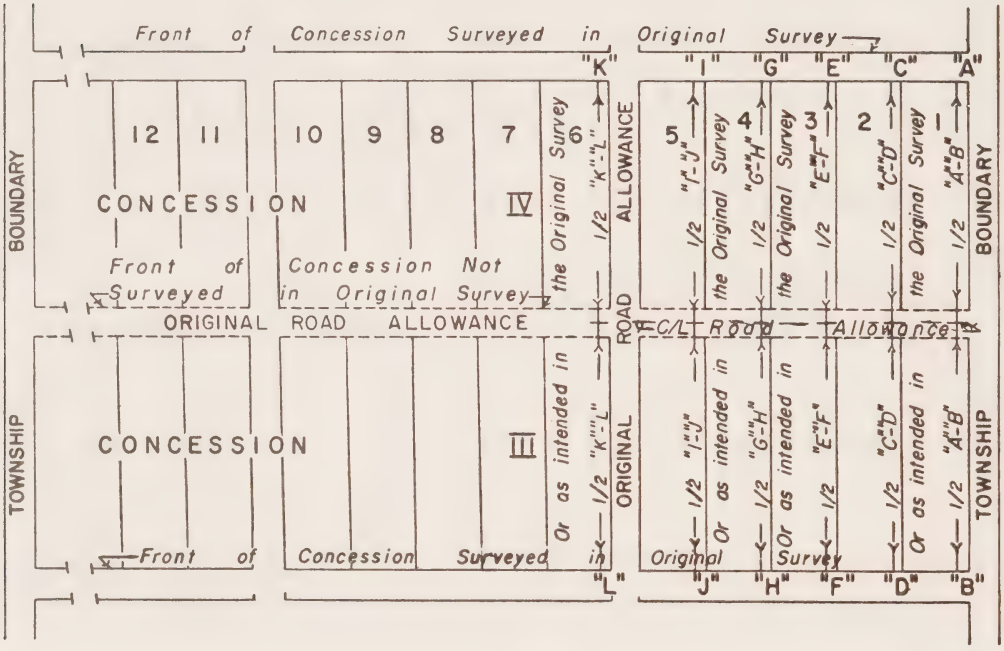

R.R.O. 1970, Reg. 808, Meth. 18.

METHOD 19

1. Section 19, to re-establish the whole of the front boundary of a concession in a single front township that was not surveyed in the original survey.

2. Establish the front boundary of the concession by giving to the lots in each of the adjacent concessions a depth proportionate to that shown on the original plan and field notes, having due regard for any road allowance made in the original survey.

3. SKETCH



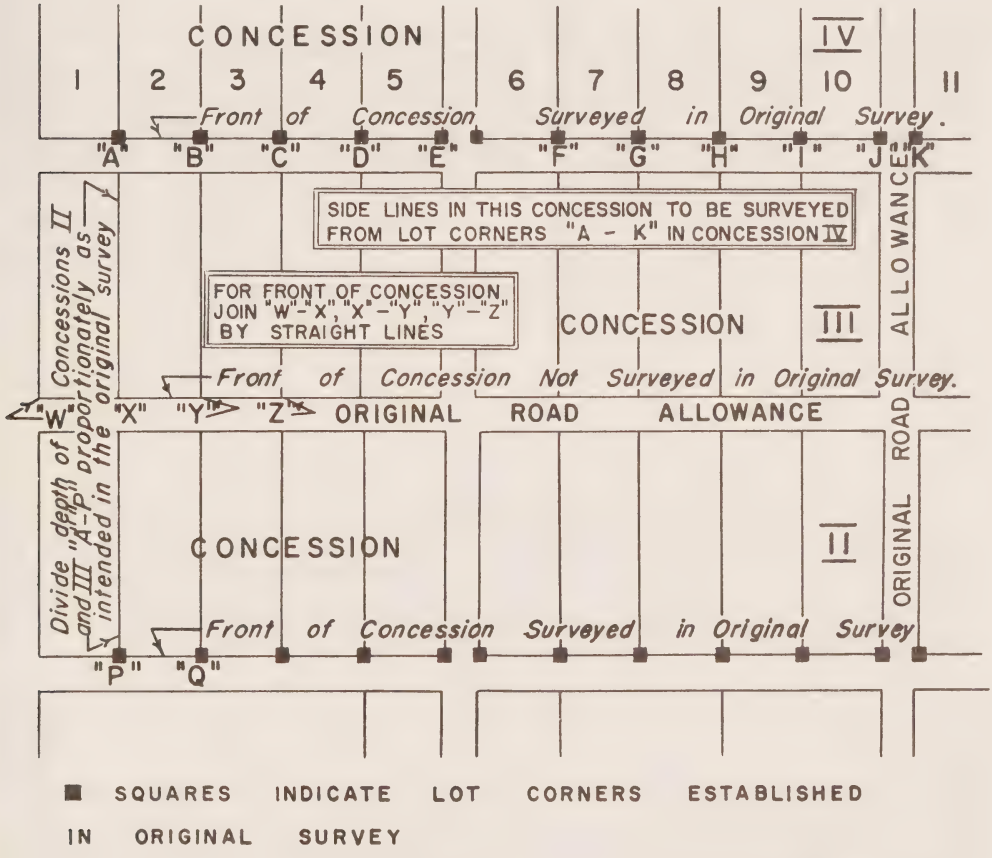

R.R.O. 1970, Reg. 808, Meth. 19.

METHOD 20

1. Section 20, to establish the side lines of lots and the front boundary of a concession in a single front township where the front boundary of the concession was not surveyed in the original survey.

2. Survey the side lines, from the corners of the lots on the front of the concession in rear of the lots being surveyed, to the proportionate depth of the concession as shown on the original plan and field notes, having due regard for any road allowances made in the original survey, and a straight line joining the ends of the lot lines surveyed in this manner constitutes the front of the concession not surveyed in the original survey.

3. SKETCH



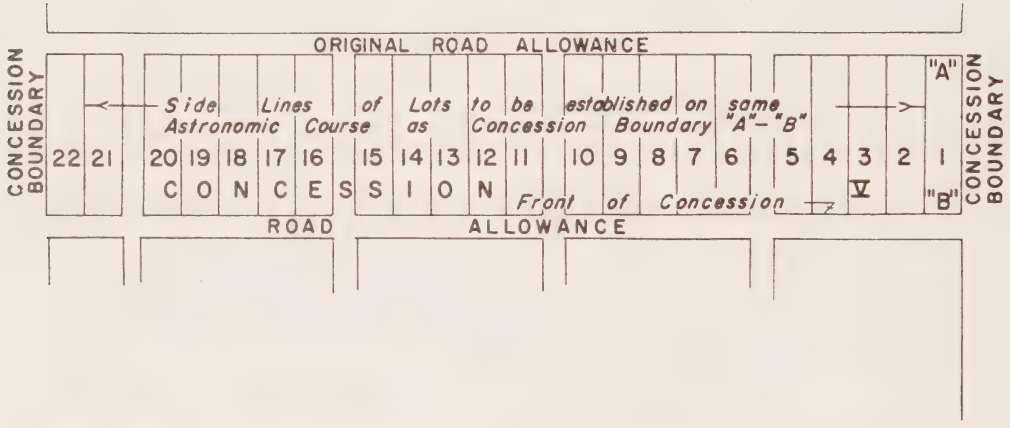

R.R.O. 1970, Reg. 808, Meth. 20.

METHOD 21

1. Section 21, paragraph 1, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the boundary line of the concession at the end from which the lots are numbered is unbroken and no proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the boundary of the concession at the end from which the lots are numbered, if so intended in the original survey.

3. SKETCH



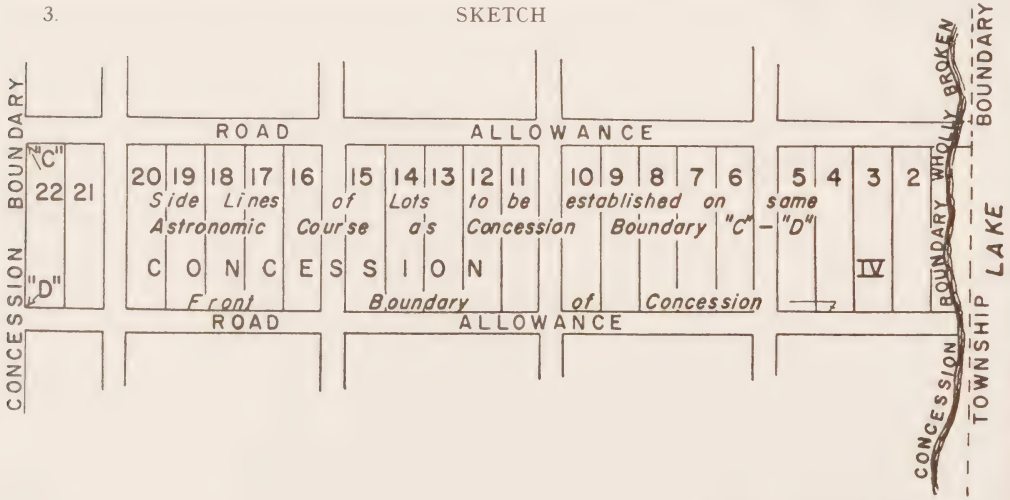

R.R.O. 1970, Reg. 808, Meth. 21.

METHOD 22

1. Section 21, paragraph 1, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the boundary line of the concession at the end of the concession from which the lots are numbered was not surveyed in the original survey because it was wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the concession boundary at the end opposite to that from which the lots are numbered, if so intended in the original survey.

3. SKETCH



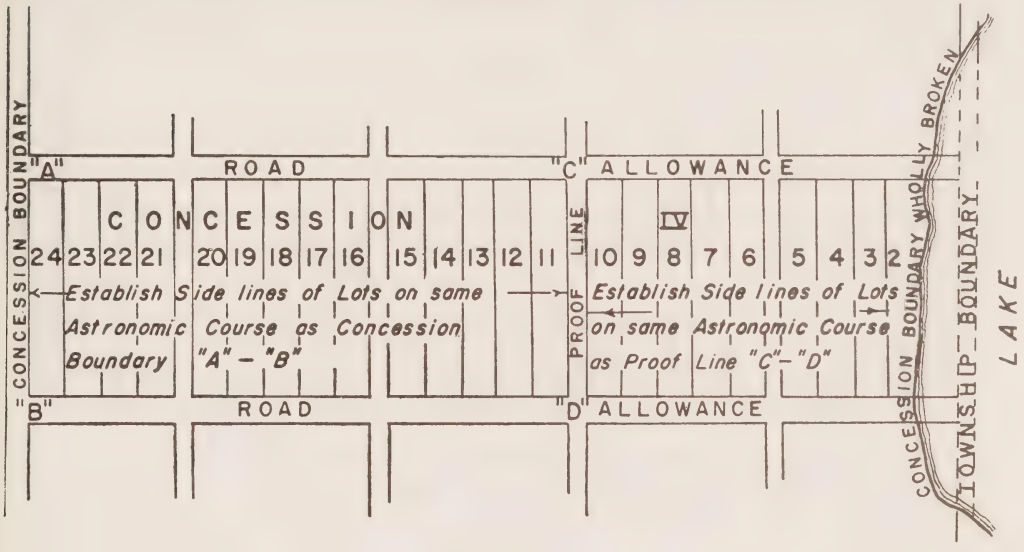

R.R.O. 1970, Reg. 808, Meth. 22.

METHOD 23

1. Section 21, paragraph 1, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and a proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the proof line on that side of the proof line which is farthest from the concession boundary which was intended to govern the course of the side line.

3. SKETCH



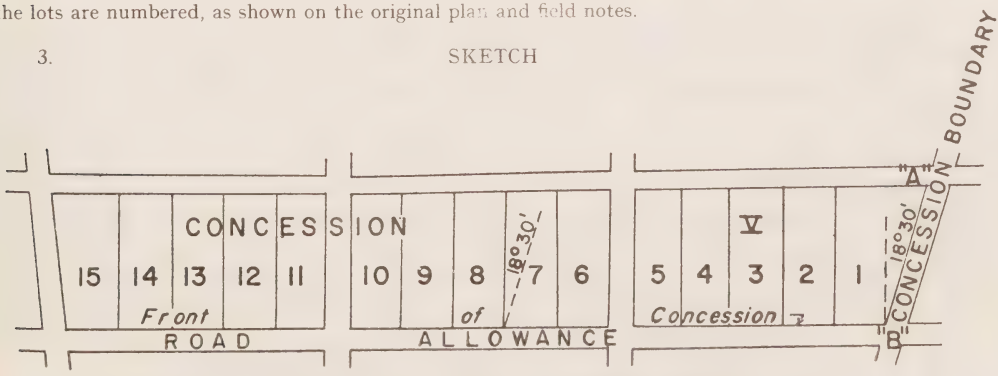

R.R.O. 1970, Reg. 808, Meth. 23.

METHOD 24

1. Section 21, paragraph 2, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the side lines of the lots were not intended to be surveyed on the astronomic course of the boundary at either end of the concession and the boundaries at the ends of the concession are not broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line at the angle with the boundary at the end of the concession from which the lots are numbered, as shown on the original plan and field notes.

3. SKETCH




*Establish Lot Lines at the angle of 18°30' with the Concession Boundary "A" – "B" as shown on the original plan and field notes.*

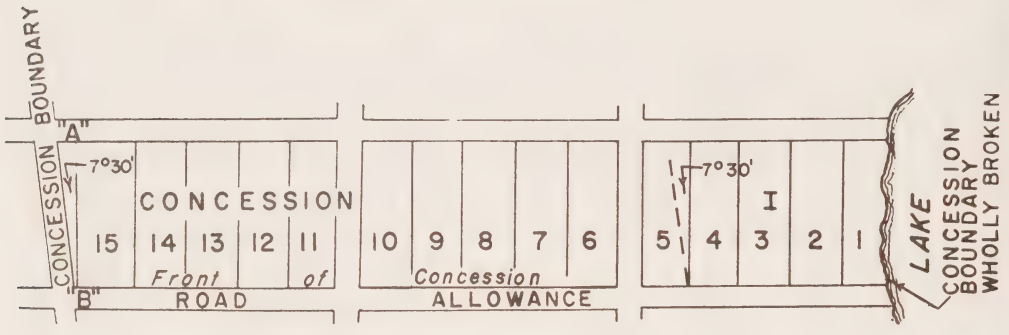
R.R.O. 1970, Reg. 808, Meth. 24.

METHOD 25

1. Section 21, paragraph 2, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the side lines of the lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and the boundary at the end of the concession from which the lots are numbered is wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the lot at the angle with the concession boundary at the end of the concession opposite to the end from which the lots are numbered, as shown on the original plan and field notes.

3. SKETCH




*Establish Side Lines at the angle of 7°30' with the Concession Boundary "A"—"B" as shown on the original plan and field notes.*

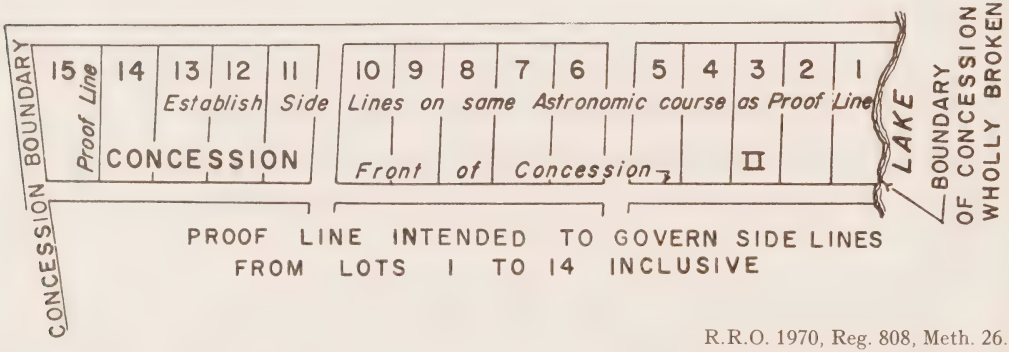
R.R.O. 1970, Reg. 808, Meth. 25.

METHOD 26

1. Section 21, paragraph 2, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the side lines were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and a proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the proof line on that side of the proof line which is farthest from the concession boundary which was intended to govern the course of the side line.

3. SKETCH



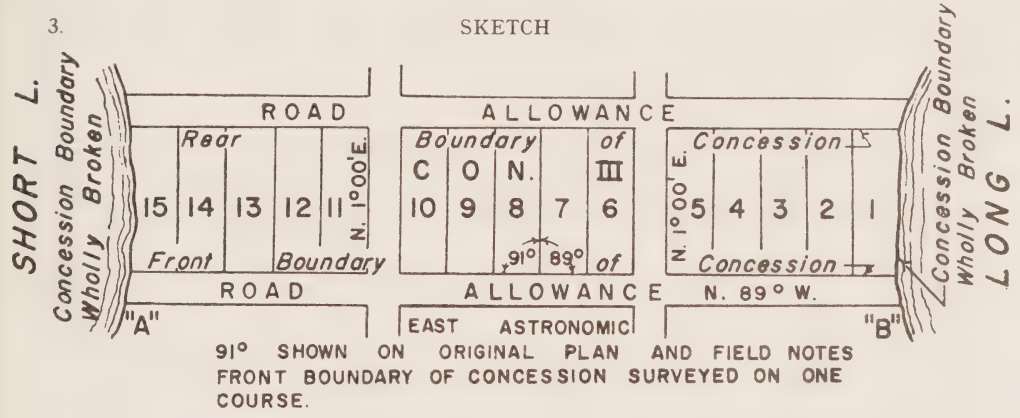

R.R.O. 1970, Reg. 808, Meth. 26.

METHOD 27

1. Section 21, paragraph 3, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the front boundary of the concession was surveyed as a straight line across the entire length of the concession and no proof line was surveyed in the original survey.

2. Establish the side line at the angle with the front boundary of the concession, as shown on the original plan and field notes.

3. SKETCH




91° SHOWN ON ORIGINAL PLAN AND FIELD NOTES
FRONT BOUNDARY OF CONCESSION SURVEYED ON ONE COURSE.

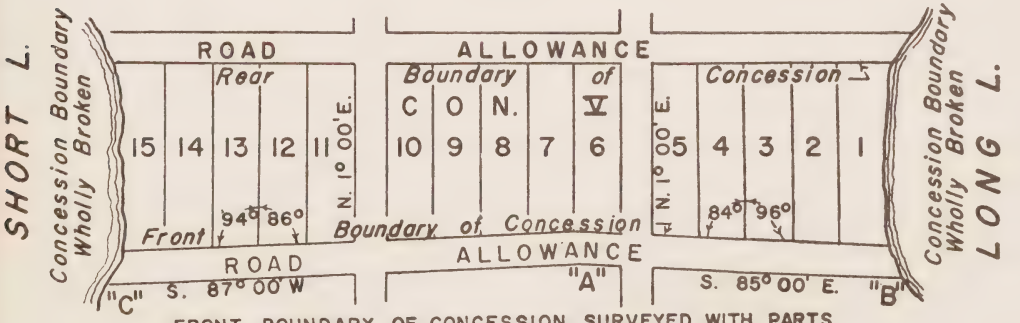
R.R.O. 1970, Reg. 808, Meth. 27.

METHOD 28

1. Section 21, paragraph 3, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey where the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the front boundary of the concession was surveyed with parts having different courses in the original survey and no proof line was surveyed in the original survey.

2. Establish the side line of the lot at the angle with the course of each of the parts of the front boundary of the concession, as shown on the original plan and field notes.

3. SKETCH




FRONT BOUNDARY OF CONCESSION SURVEYED WITH PARTS HAVING DIFFERENT COURSES.
ESTABLISH SIDE LINES AT ANGLE OF 94° BETWEEN "A" AND "C" AND ESTABLISH SIDE LINES AT ANGLE OF 84° BETWEEN "A" AND "B" AS SHOWN ON THE ORIGINAL PLAN AND FIELD NOTES.

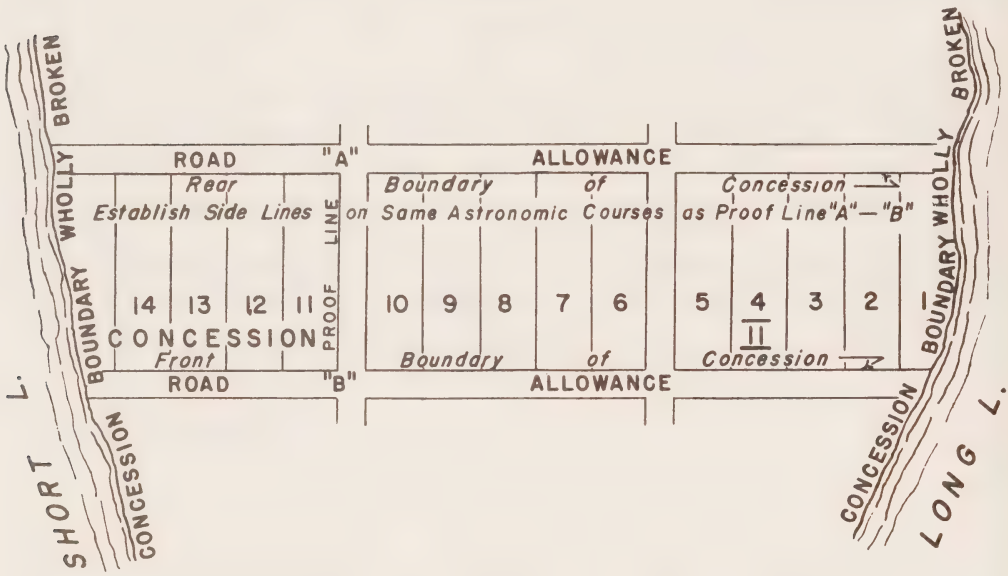
R.R.O. 1970, Reg. 808, Meth. 28.

METHOD 29

1. Section 21, paragraph 4, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and a proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the proof line.

3. SKETCH



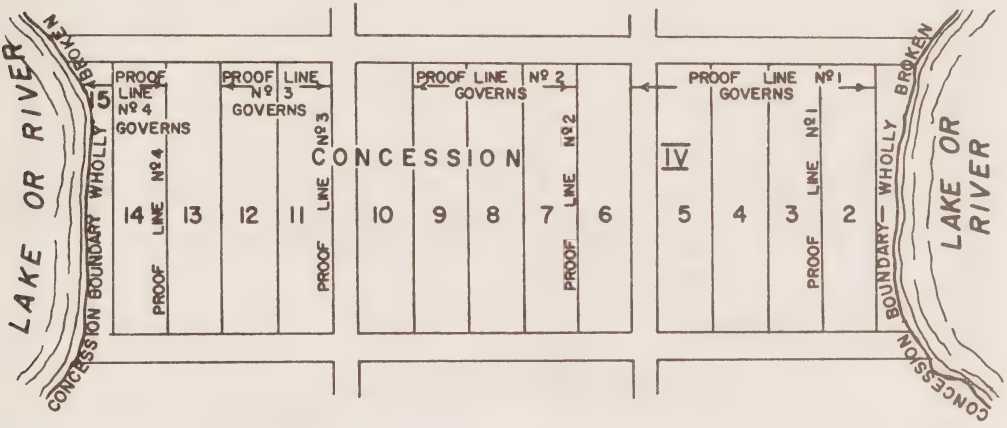

R.R.O. 1970, Reg. 808, Meth. 29.

METHOD 30

1. Section 21, paragraph 5, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and two or more proof lines were surveyed in the original survey.

2. Establish the side lines between the end boundary of the concession from which the lots are numbered and the second proof line from that boundary on the same astronomic course as the first proof line from that boundary of the concession and establish the side lines between the second and the third proof lines on the same astronomic course as the second proof line and establish the side lines between the third and the fourth proof lines on the same astronomic course as the third proof line and, where other proof lines were surveyed, continue in the same manner throughout the concession.

3. SKETCH



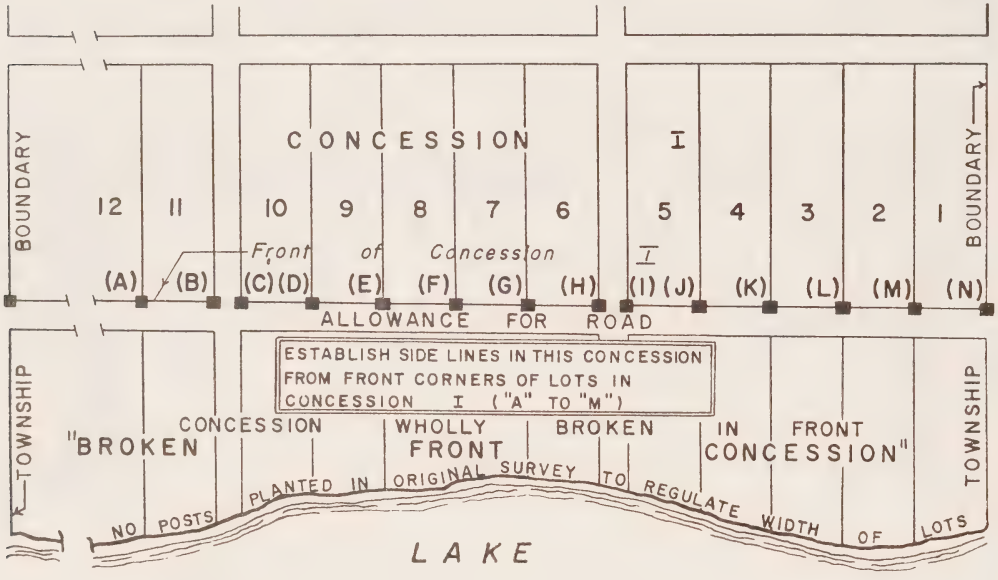

R.R.O. 1970, Reg. 808, Meth. 30.

METHOD 31

1. Section 21, paragraph 6, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey where the front of the concession is wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths of the lots.

2. Establish the side lines on the proper astronomic course to the lake or river from the corners of the lots on the front of the concession immediately to the rear of the wholly broken concession.

3. SKETCH



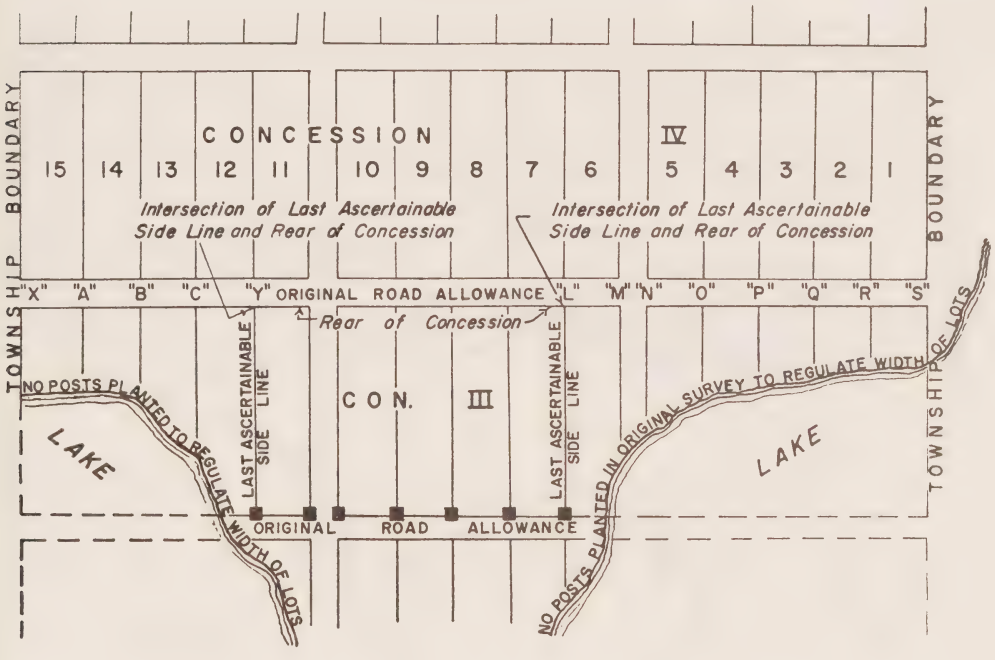

R.R.O. 1970, Reg. 808, Meth. 31.

METHOD 32

1. Section 21, paragraph 7, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the concession is partly broken in front and at either end by a lake or river and no posts were planted in the original survey to regulate the width of the lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by measuring the distance along the rear boundary between the end boundary of the concession and the intersection of the last ascertainable side line and dividing the distance proportionately as intended in the original survey.

3. SKETCH




To establish points A, B, C, divide distance X-Y proportionately as intended in the original survey.

To establish points M, N, O, P, Q, R, divide distance L-S proportionately as intended in the original survey.

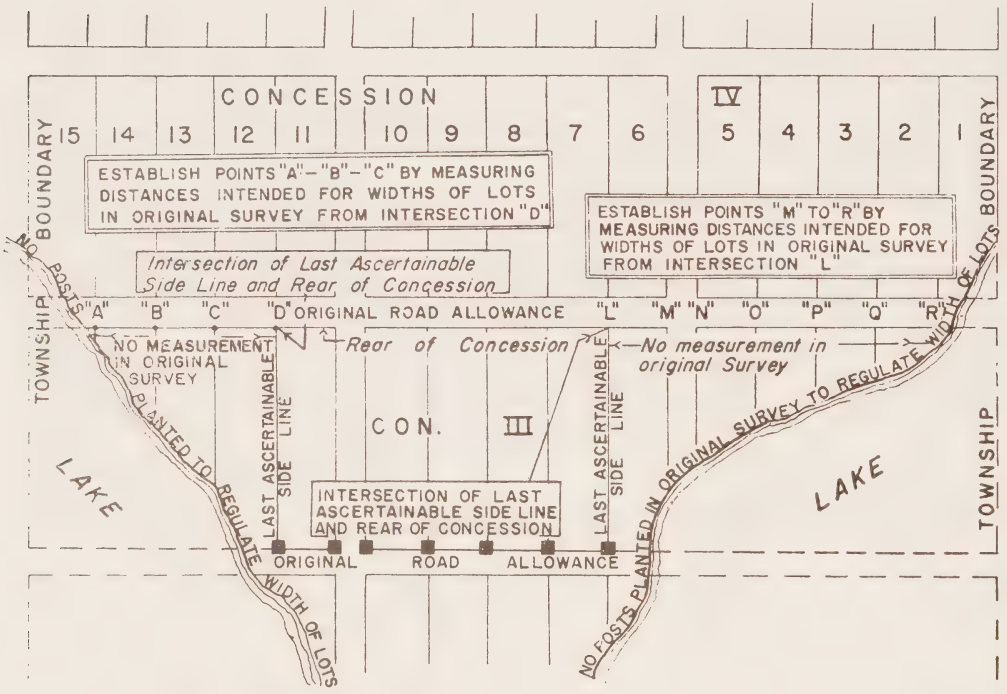
R.R.O. 1970, Reg. 808, Meth. 32.

METHOD 33

1. Section 21, paragraph 7, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the concession is partly broken in front and wholly broken at either end of the concession by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths of the lots in front and no measurement was made along the rear boundary of the concession to the shore of the lake in the original survey.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by measuring along the rear boundary of the concession the distance intended in the original survey from the intersection of the last ascertainable side line.

3. SKETCH



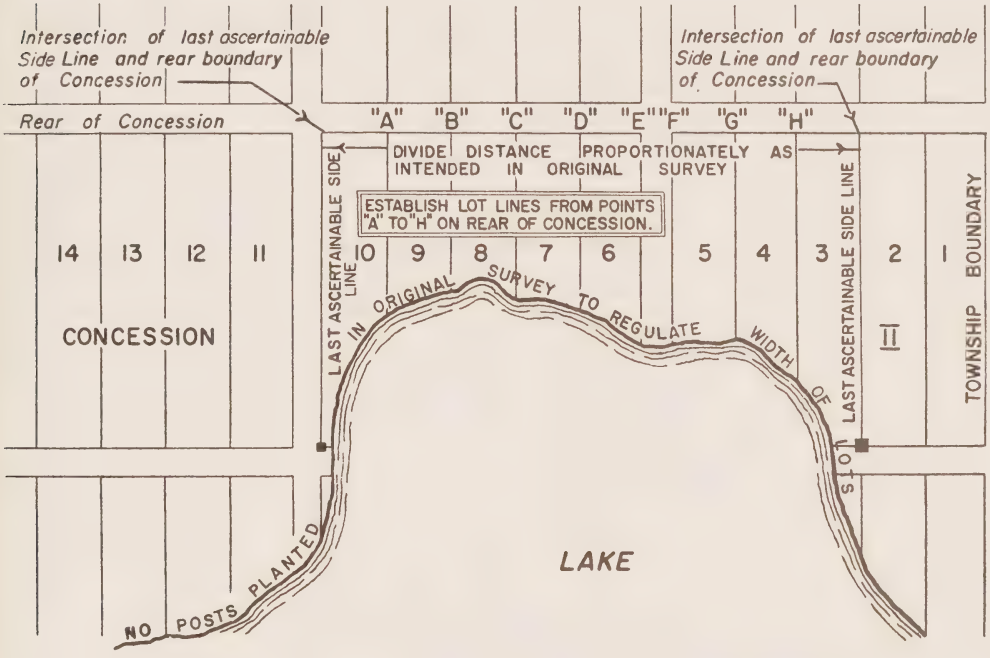

R.R.O. 1970, Reg. 808, Meth. 33.

METHOD 34

1. Section 21, paragraph 8, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey, where the front of the concession is partly broken by a lake or river which does not extend to the ends of the concession and no posts were planted on the shore of the lake or river in the original survey to regulate the widths of the lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by dividing proportionately, as intended in the original survey, the distance between the intersections of the last ascertainable side lines on both sides of the lake or river with the rear of the concession.

3. SKETCH



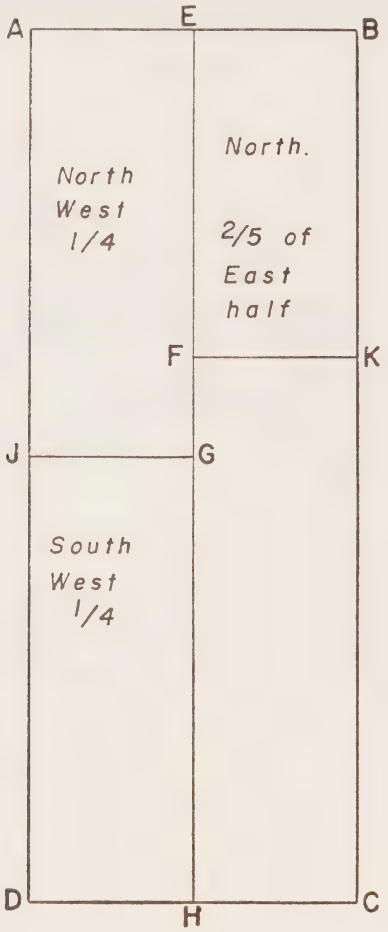

R.R.O. 1970, Reg. 808, Meth. 34.

METHOD 35

1. Section 22, subsection 1, to determine the aliquot part of a lot in a single front township.

2. Determine the aliquot part of the area of the lot whether the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3. SKETCH




Lot A-B-C-D contains by measurement 196 acres. Lot A-B-C-D described in grant as 200 acres.
Northwest $\frac{1}{4}$ A-E-G-J shall be determined as $\frac{196}{4}$ acres. North $\frac{2}{5}$ of east half E-B-K-F shall be determined as $\frac{2}{5}$ of $\frac{196}{2}$ acres.

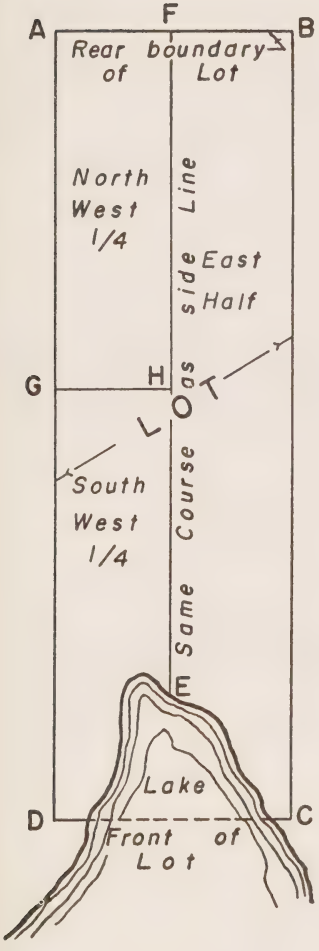
R.R.O. 1970, Reg. 808, Meth. 35.

METHOD 36

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and the lot is unbroken at either end of the front boundary by a lake or river and no aliquot part of the lot was surveyed before July, 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the front corners of the lot, as the case may be.

3. SKETCH




Rear boundary A-B unbroken.

Front boundary D-C unbroken at the ends.

Establish line between east and wesf halves, E-H-F, on same astronomic course as side line of a lot not surveyed in the original survey. Establish line between north west ¼ and south west ¼ G-H parallel to straight line joining points D and C.

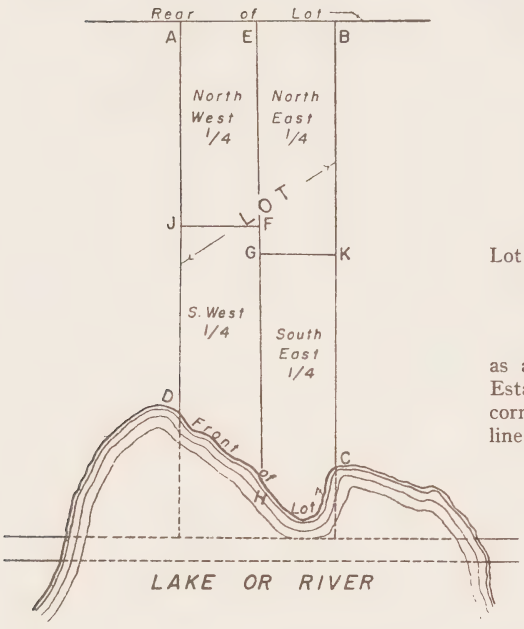
R.R.O. 1970, Reg. 808, Meth. 36.

METHOD 37

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and the rear boundary of the lot is unbroken and the front boundary is broken at either end by a lake or river and no aliquot part of the lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3. SKETCH




Lot A-B-C-D

Front boundary C-D broken at both ends.

Rear boundary A-B unbroken.

Establish line E-F-G-H on same astronomic course as a side line not surveyed in the original survey. Establish J-F parallel to straight line joining rear corners A and B. Establish line G-K parallel to straight line joining rear corners A and B.

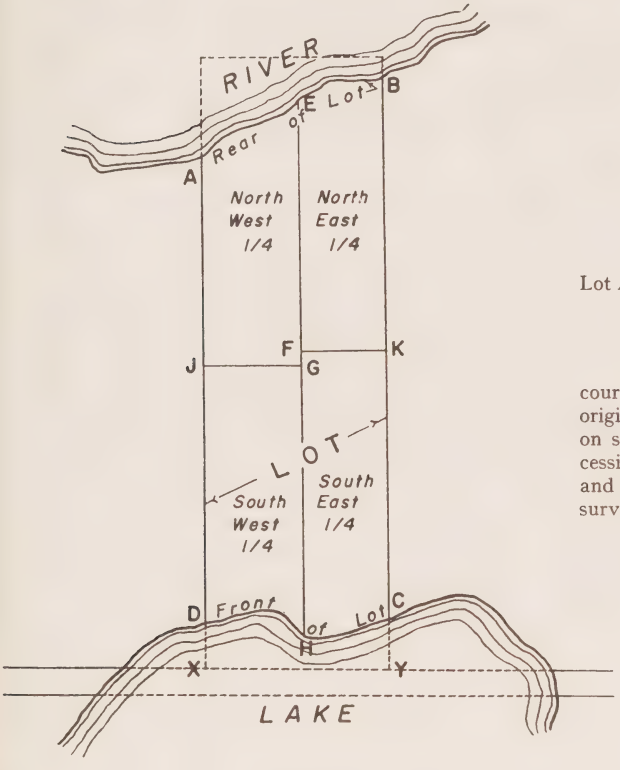
R.R.O. 1970, Reg. 808, Meth. 37.

METHOD 38

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and both the front boundary and the rear boundary of the lot are broken at either ends by a lake or river and no aliquot part of the lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front of the concession, as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, then on the astronomic course intended for the front of the concession.

3. SKETCH




Lot A-B-C-D

Front boundary broken at both ends.

Rear boundary broken at both ends.

Establish E-F-G-H on same astronomic course as side line of lot not surveyed in the original survey. Establish J-G and F-K on same astronomic course as front of concession X-Y as shown on the original plan and field notes or as intended in the original survey.

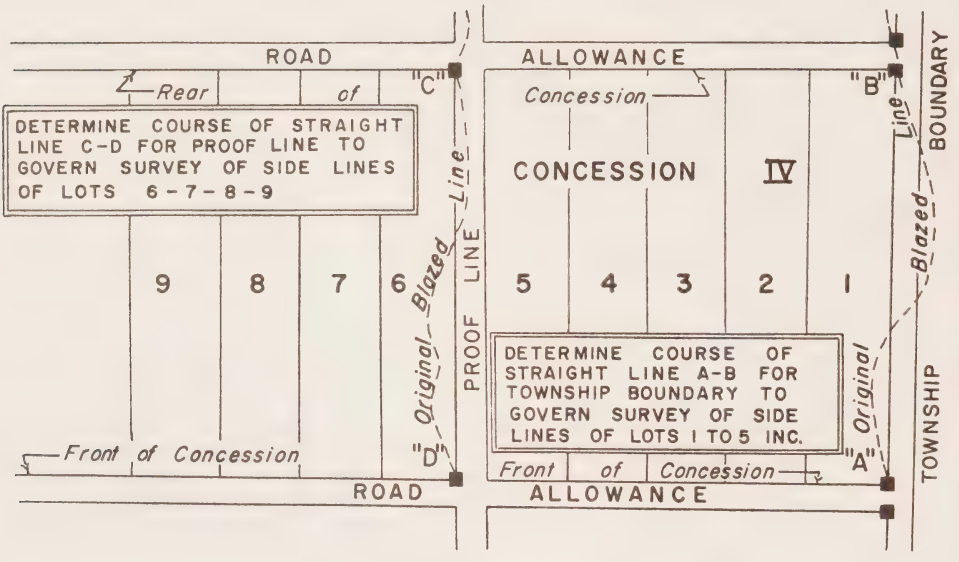
R.R.O. 1970, Reg. 808, Meth. 38.

METHOD 39

1. Section 23, subsection 1, to determine in a concession in a single front township the course of the township boundary or a proof line to survey a side line in the concession.

2. Determine the course of a straight line joining the front and rear ends of the township boundary or proof line in the concession.

3. SKETCH



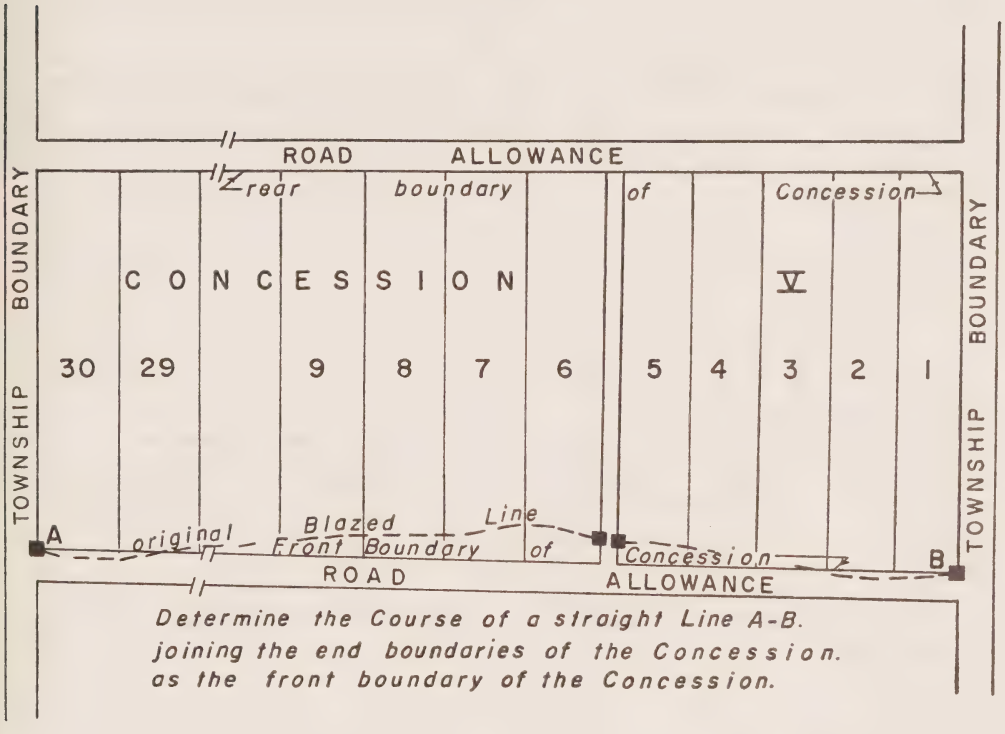

R.R.O. 1970, Reg. 808, Meth. 39.

METHOD 40

1. Section 23, subsection 2, to determine the course of the front boundary of a concession in a single front township for the purpose of surveying a side line at an angle with the front boundary and the front boundary was surveyed on one course in the original survey.

2. Determine the course of a straight line joining the ends of the front boundary of the concession.

3. SKETCH



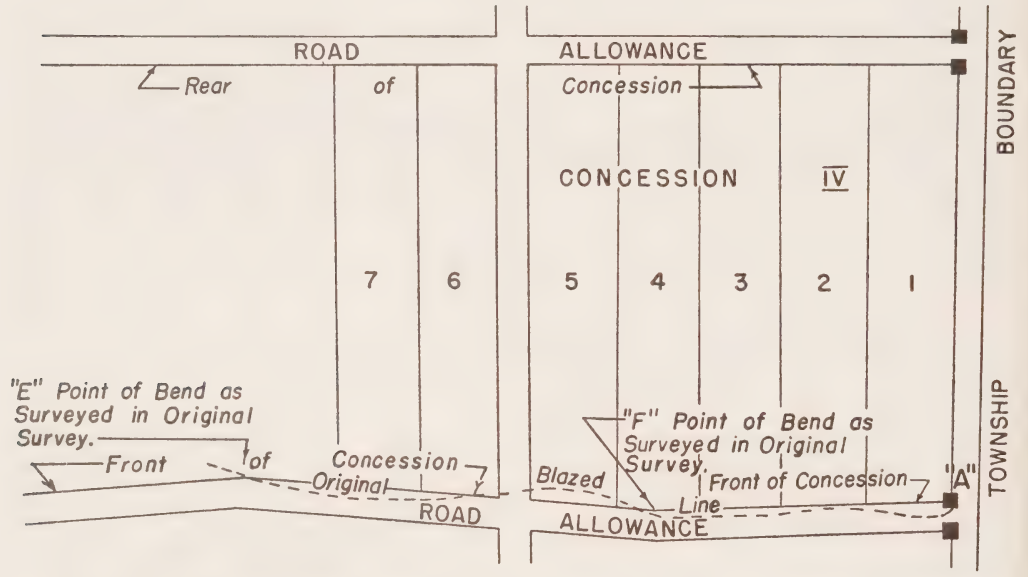

R.R.O. 1970, Reg. 808, Meth. 40.

METHOD 41

1. Section 23, subsection 2, to determine the course of the front boundary of a concession in a single front township for the purpose of surveying a side line at an angle with the front boundary and the front boundary was surveyed on more than one course in the original survey.

2. Determine the course of the straight lines joining the ends of each course of the front boundary of the concession, as shown on the original plan and field notes.

3. SKETCH




*Determine Course of Straight Lines "A"–"F" and "F"–"E" for Course of the Front of Concession.*

R.R.O. 1970, Reg. 808, Meth. 41.

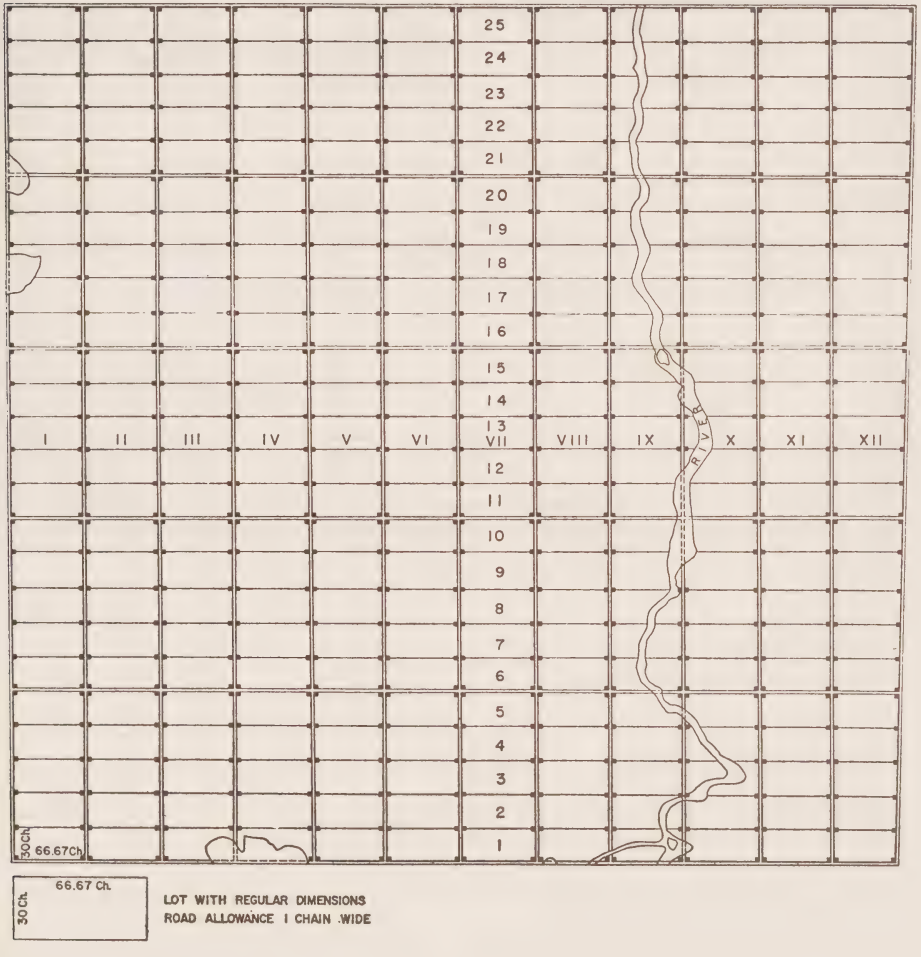
PART IV

DOUBLE FRONT TOWNSHIPS

METHOD 42

1. Section 24, subsection 1, a "double front township" means a township where the usual practice in the original survey was to survey the township boundaries, the proof lines and base lines, if any, and the concession lines forming the front boundaries of the half lots and to establish the front corners of the half lots and divide the concessions in lots having regular dimensions of 30 chains in width and 66.67 chains in depth and make a road allowance 1 chain wide between every fifth lot and between each concession.

2. SKETCH




Heavy lines (—) indicate lines surveyed.
Squares (■) indicate lot corners established but not always posted.

NOTE: Concession and township boundaries were generally surveyed by running the centre line of the road allowances between the concessions and along the township boundaries and planting survey posts on the centre line opposite the front corners of the half lots and at the front corners of the half lots.

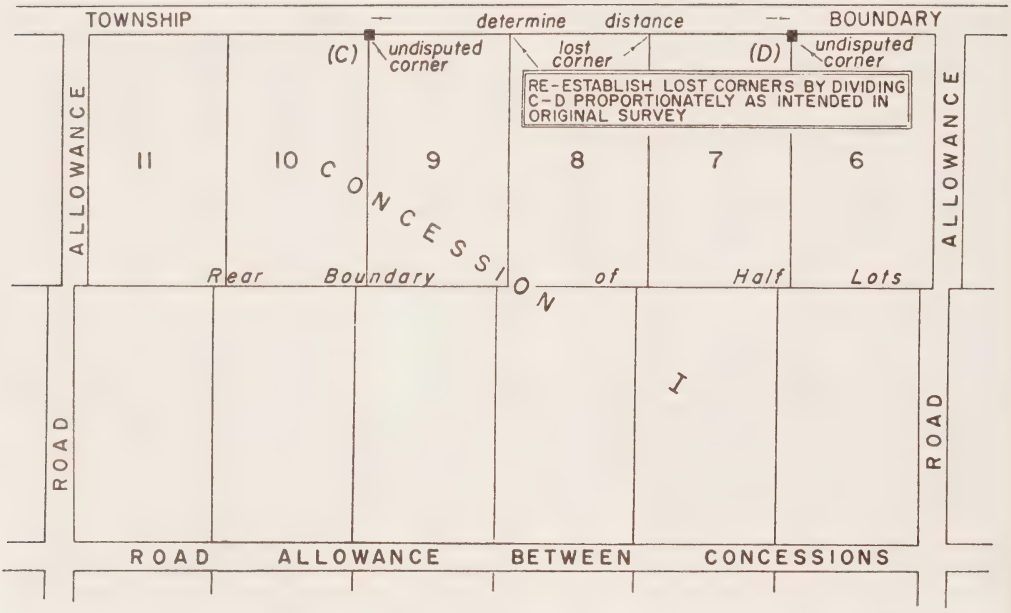
R.R.O. 1970, Reg. 808, Meth. 42.

METHOD 43

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on a township boundary and where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed lot corners on the township boundary, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



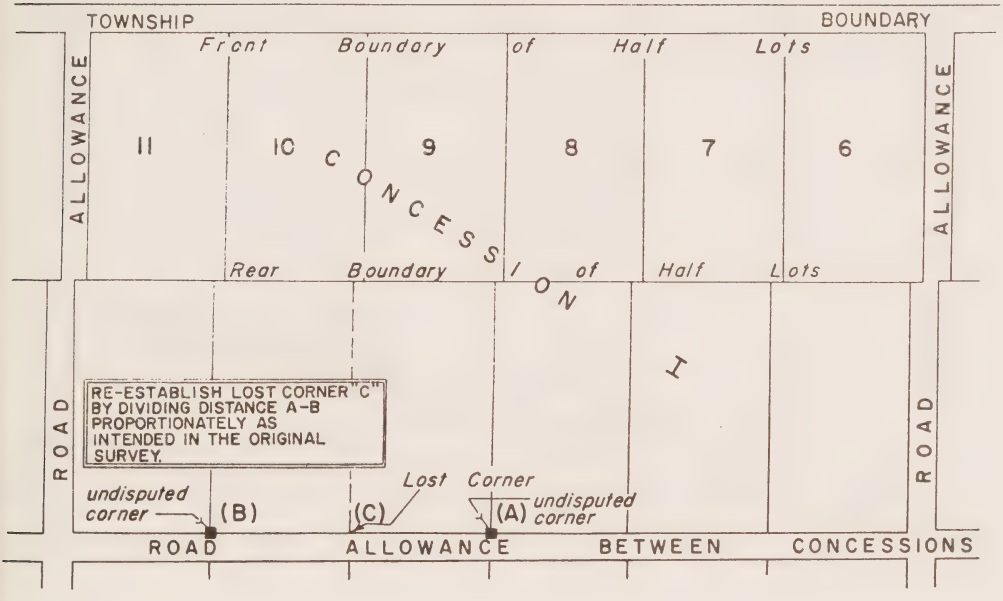

R.R.O. 1970, Reg. 808, Meth. 43.

METHOD 44

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front line of a concession if there is no undisputed corner on the other side of the road allowance opposite the lost corner or the position of the original post on the centre line of the road allowance opposite the lost corner cannot be determined and where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed lot corners on the front line of the concession, one being on either side of the lost corner and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



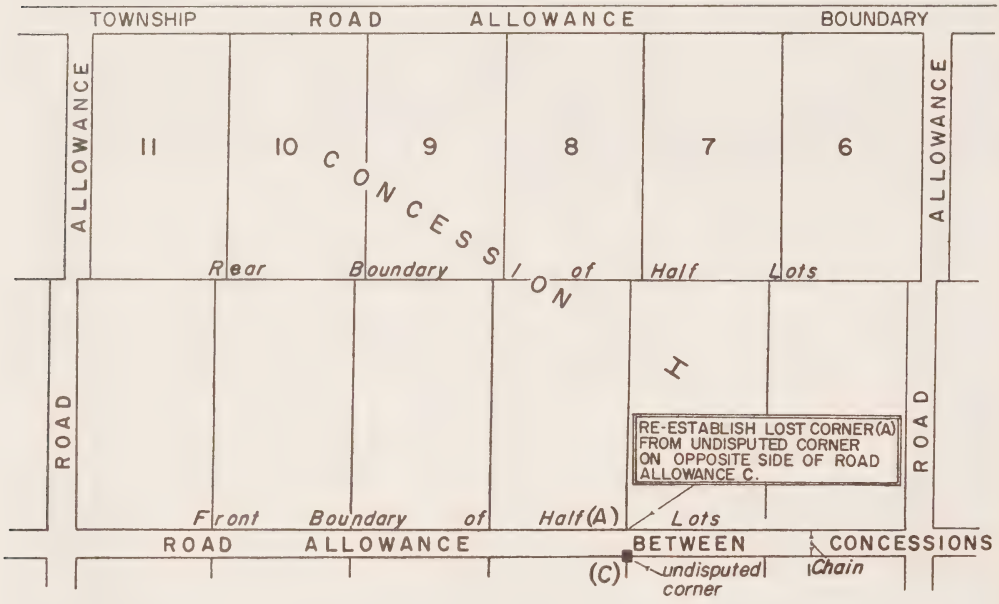

R.R.O. 1970, Reg. 808, Meth. 44.

METHOD 45

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front line of a concession if an undisputed lot corner exists on the other side of the road allowance between concessions opposite the lost lot corner and where no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the undisputed lot corner on the opposite side of the road allowance in the manner intended in the original survey.

3. SKETCH



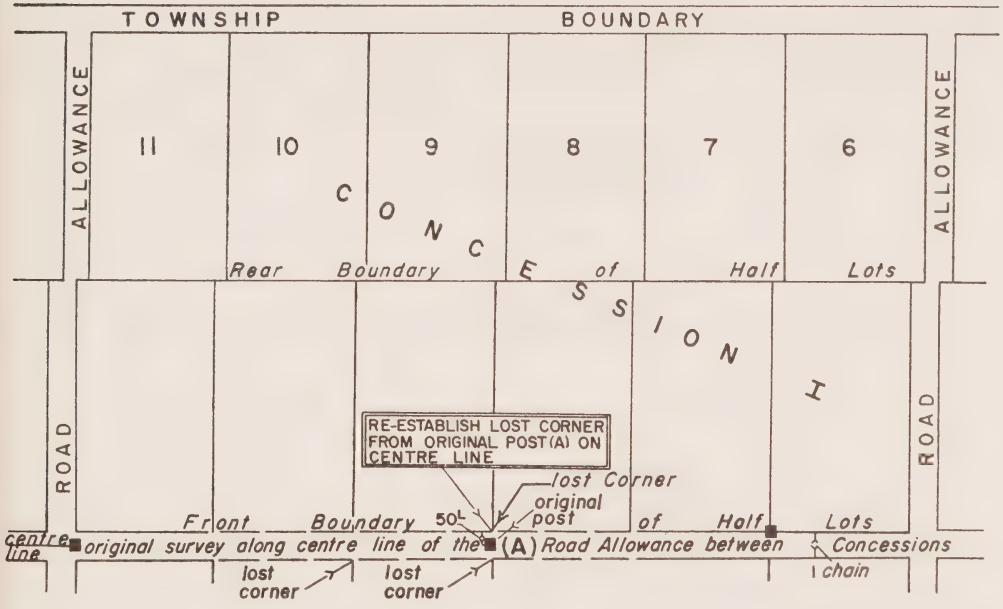

R.R.O. 1970, Reg. 808, Meth. 45.

METHOD 46

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front of a concession where there is no undisputed corner on the other side of the road allowance opposite the lost corner but the position of the original post on the centre line of the road allowance opposite the lost corner can be determined and where no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the position of the original post in the centre line of the road allowance between concessions as intended in the original survey.

3. SKETCH



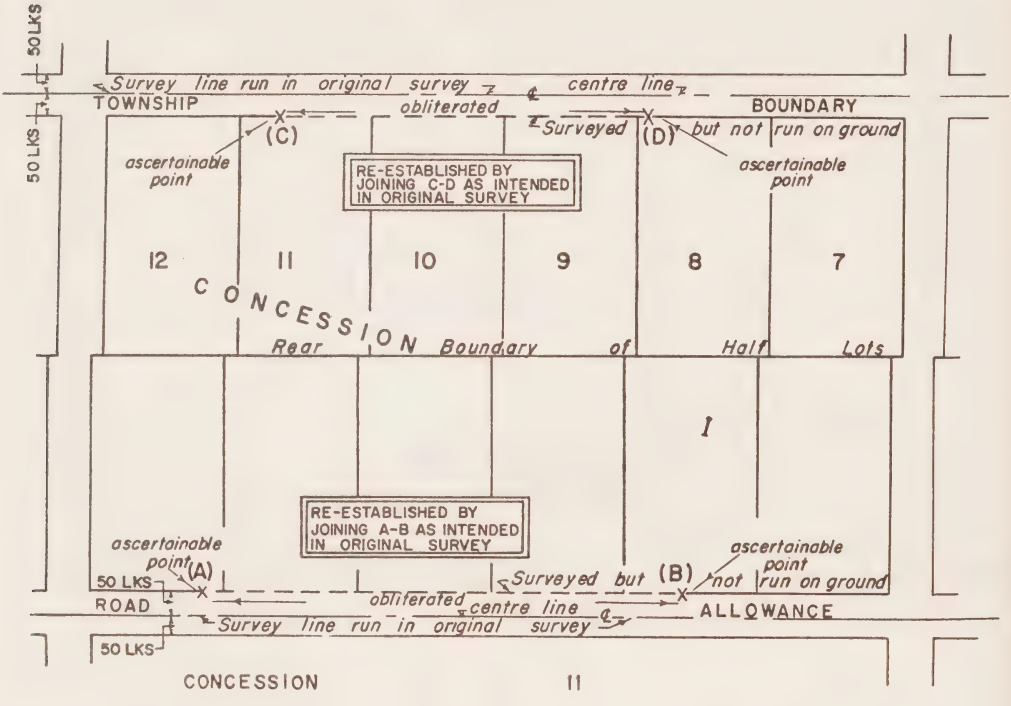

R.R.O. 1970, Reg. 808, Meth. 46.

METHOD 47

1. Section 24, subsection 2, paragraph 3, to re-establish a township boundary, base line or concession line in a double front township which is partly obliterated and no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the township boundary, base line or concession line as intended in the original survey.

3. SKETCH



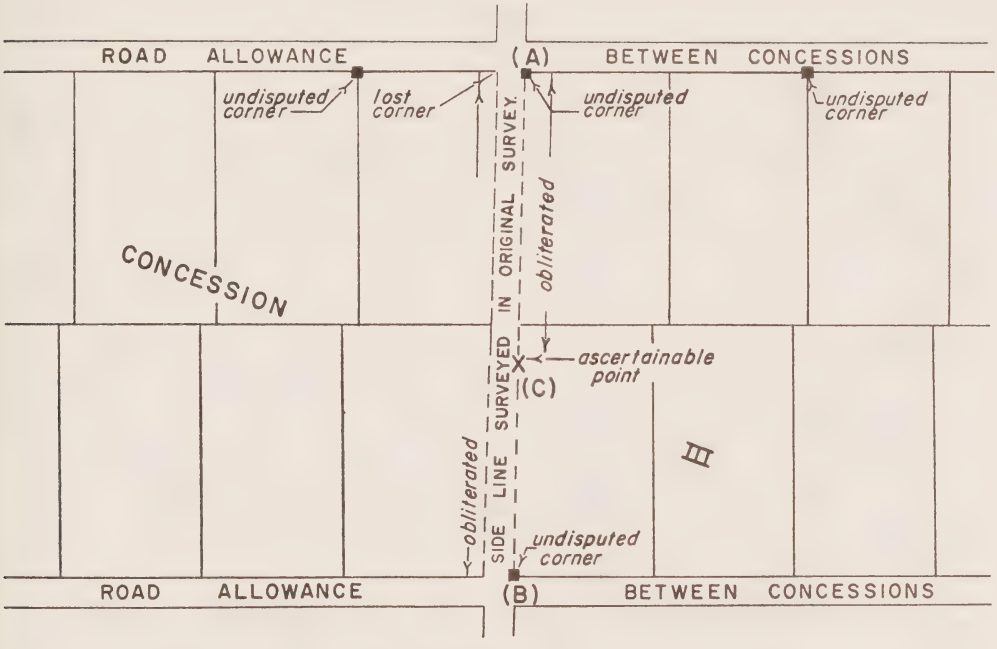

R.R.O. 1970, Reg. 808, Meth. 47.

METHOD 48

1. Section 24, subsection 2, paragraph 4, to re-establish a side line of a lot surveyed as a proof line in a double front township which is partly obliterated and no evidence of the original position of the line exists.

2. Re-establish by joining the nearest ascertainable points on the side line as intended in the original survey.

3. SKETCH




Re-establish by joining ascertainable point C and undisputed lot corner A as intended in the original survey.

Re-establish by joining ascertainable point C and undisputed lot corner B as intended in the original survey.

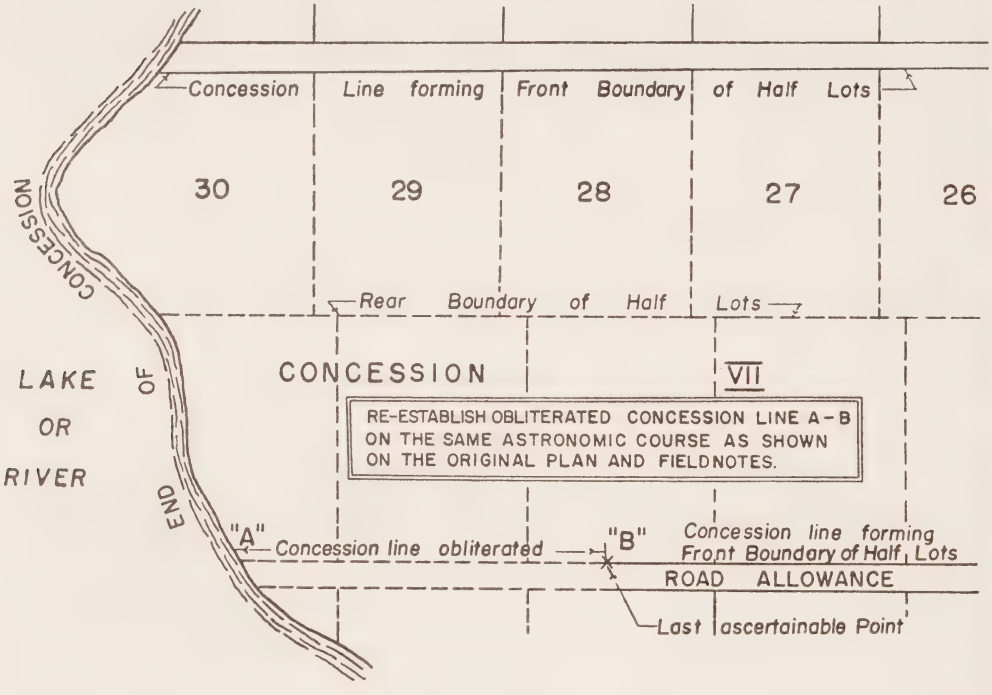
R.R.O. 1970, Reg. 808, Meth. 48.

METHOD 49

1. Section 24, subsection 2, paragraph 5, to re-establish a concession line forming the front boundary of the half lots in a double front township in a concession broken at its end by a lake or river and is obliterated beyond the last ascertainable point on the concession line and no evidence of the original position of the line exists.

2. Re-establish the concession line on the same astronomic course as shown on the original plan and field notes from the last ascertainable point on the concession line.

3. SKETCH



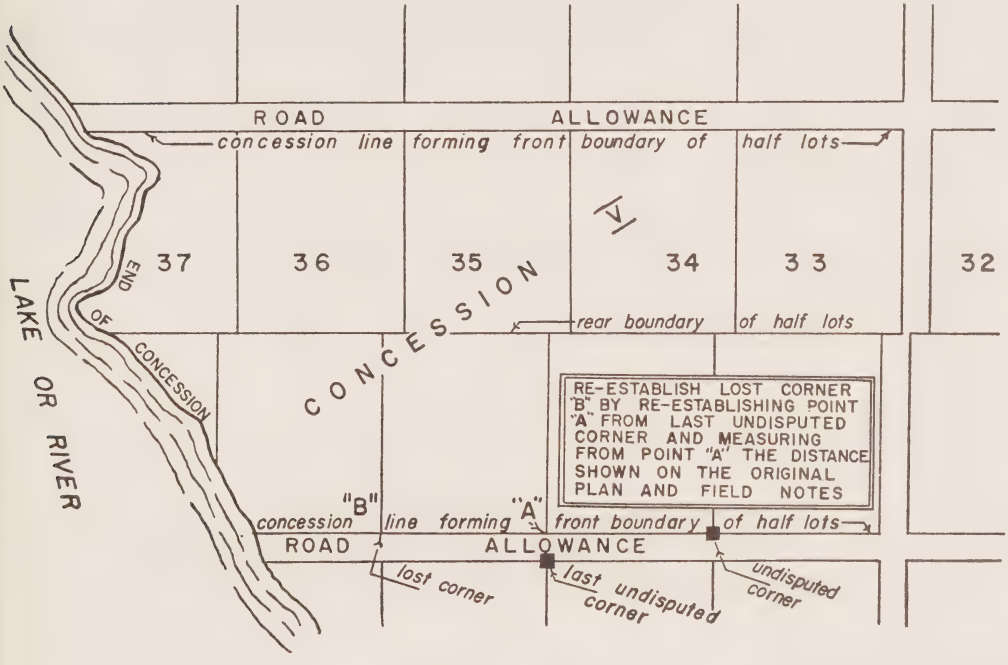

R.R.O. 1970, Reg. 808, Meth. 49.

METHOD 50

1. Section 24, subsection 2, paragraph 6, to re-establish a lost lot corner in a double front township where the corner is beyond the last undisputed lot corner on a concession line forming the front boundary of the half lots in a concession broken by a lake or river at its end and where no evidence of the original position of the lost corner exists.

2. Re-establish the lost corner by measuring along the concession line forming the front boundary of the half lots the distance shown on the original plan and field notes from the last undisputed corner on the concession line.

3. SKETCH



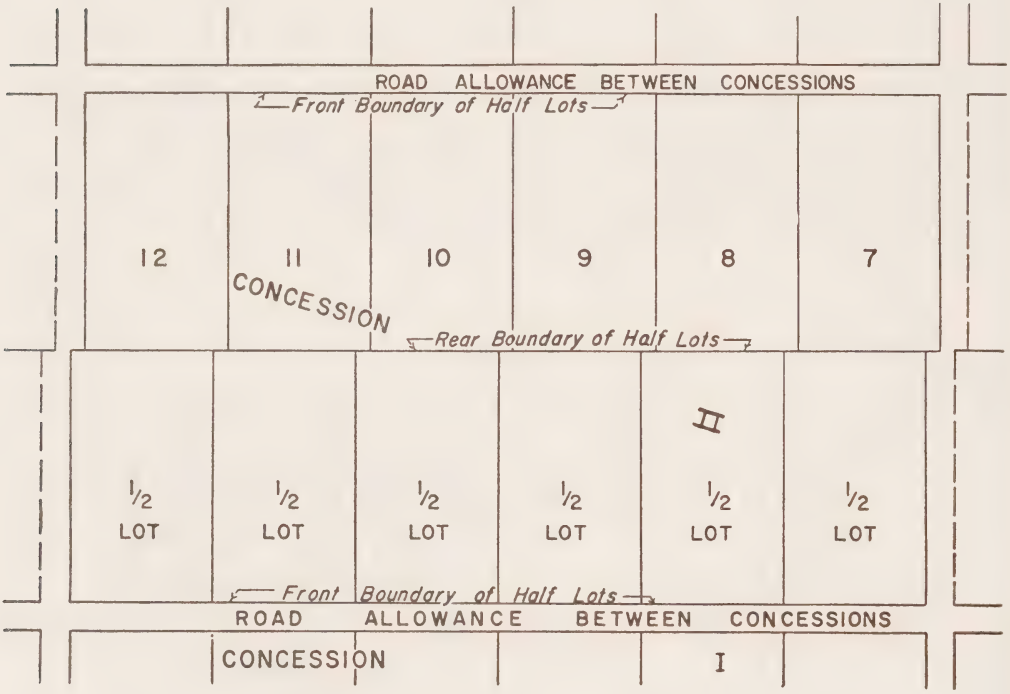

R.R.O. 1970, Reg. 808, Meth. 50.

METHOD 51

1. Section 25, to define the front boundary of a half lot in a double front township when the concession in which the half lot is located is unbroken by a lake or river.

2. The front boundary of a half lot is the boundary of the half lot that abuts the road allowance between two concessions.

3. SKETCH



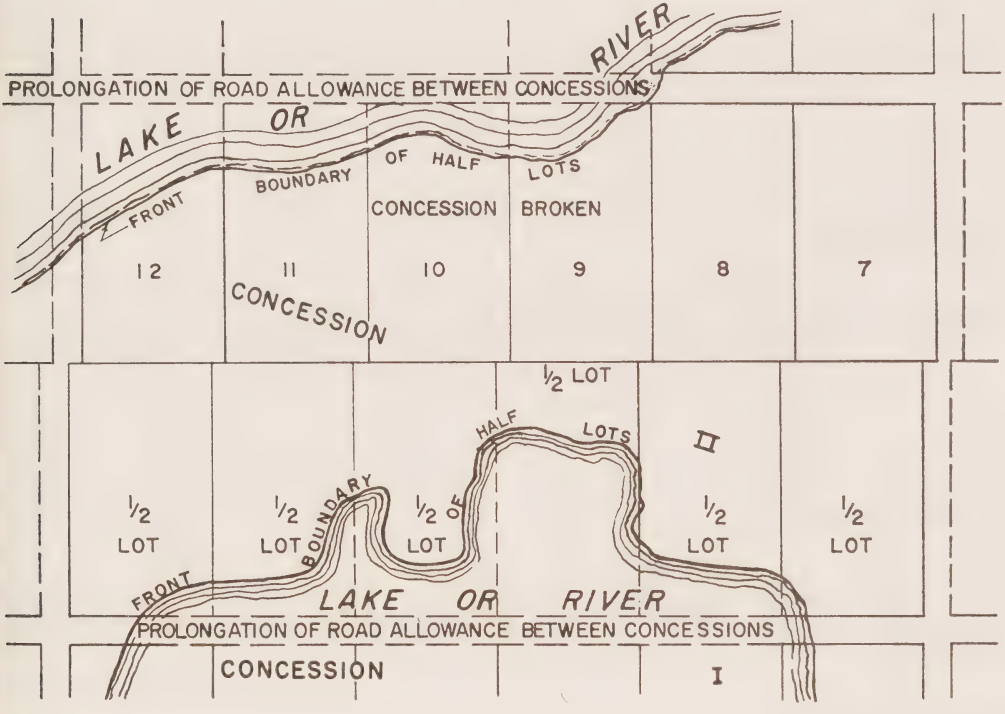

R.R.O. 1970, Reg. 808, Meth. 51.

METHOD 52

1. Section 25, to define the front boundary of a half lot in a double front township when the concession in which the half lot is located is broken on either of its fronts by a lake or river.

2. The front boundary of a half lot is the original shore of the lake or river opposite the prolongation of the road allowance between the concession in which the half lot is located and the adjacent concession on the opposite side of the road allowance.

3. SKETCH



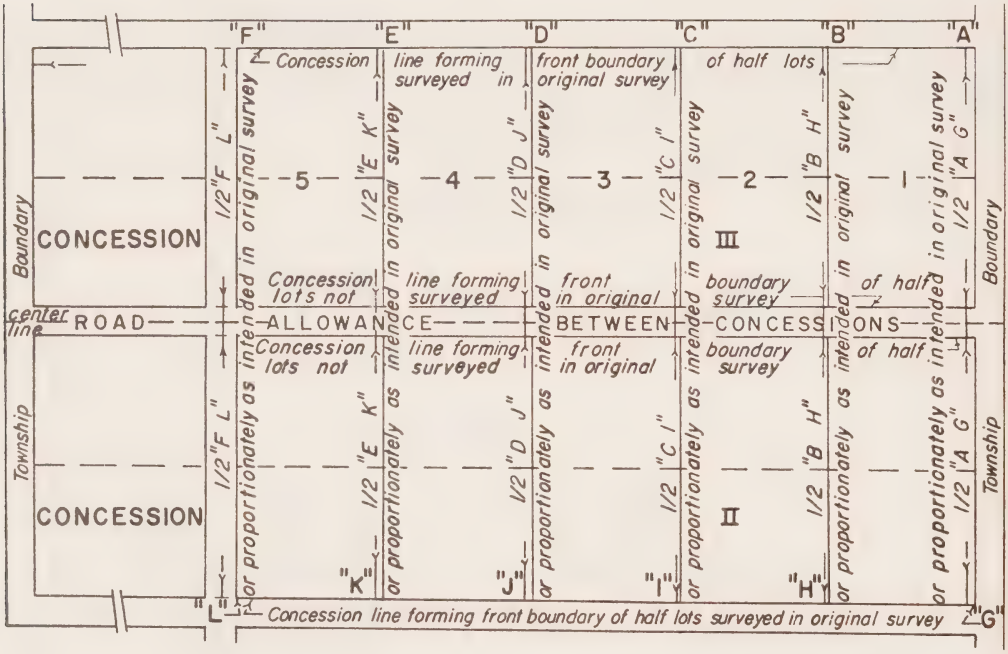

R.R.O. 1970, Reg. 808, Meth. 52.

METHOD 53

1. Section 26, in a double front township, to establish the whole of the concession line forming the front boundary of the half lots that was not surveyed in the original survey.

2. Establish the concession line by giving to the lots in each of the adjacent concessions a depth proportionate to that intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



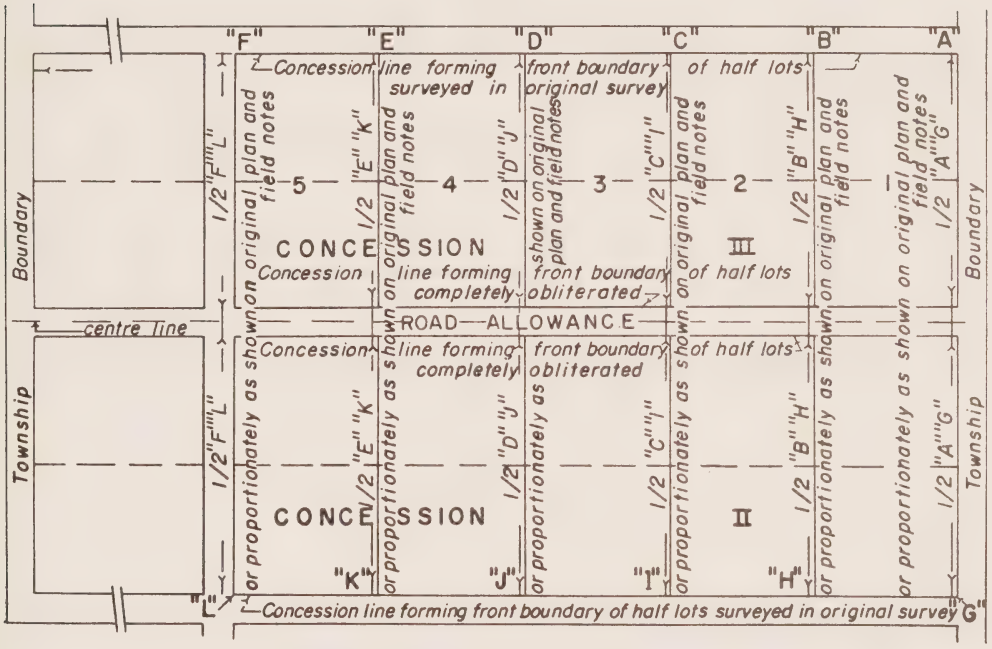

R.R.O. 1970, Reg. 808, Meth. 53.

METHOD 54

1. Section 26, in a double front township, to re-establish the whole of the concession line forming the front boundary of the half lots that is obliterated and no evidence of the position of the original line exists.

2. Re-establish the obliterated concession line by giving to the lots in each of the adjacent concessions a depth proportionate to that shown on the original plan and field notes, having due regard for any road allowance made in the original survey.

3. SKETCH



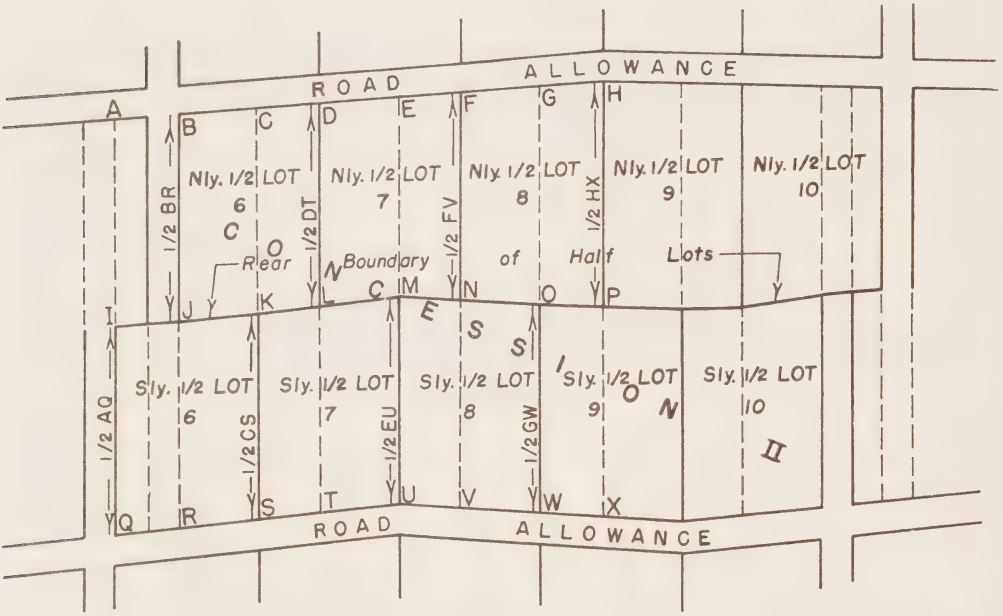

R.R.O. 1970, Reg. 808, Meth. 54.

METHOD 55

1. Section 27, paragraph 1, to establish in a concession the rear boundaries of half lots in a double front township if the concession is unbroken by a lake or river.

2. Establish the rear boundaries by joining with straight lines the midway points of the side lines of the lots and their production through the concession without reference to the description contained in any grant or other instrument.

3. SKETCH




Establish rear boundaries of half lots 6-7 and 8 by defining the midway points I, J, K, L, M, N, O, P on lot lines and their production through the concession, lettered A-Q, B-R, S-C, D-T, U-E, F-V, W-G, H-X, respectively, and joining the midway points I, J, K, L, M, N, O, P with straight lines.

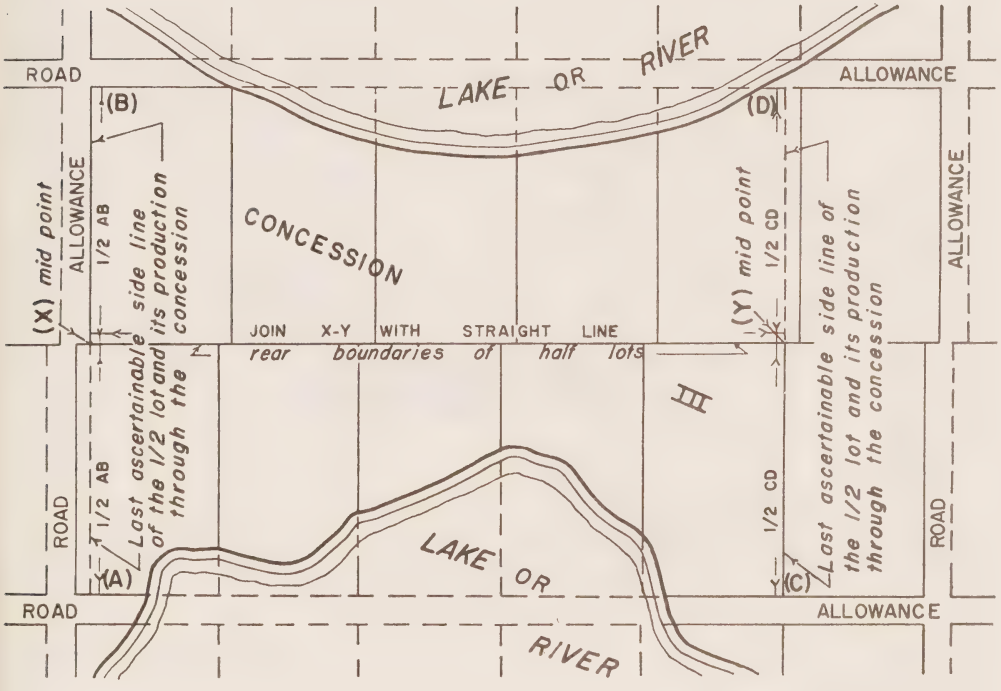
R.R.O. 1970, Reg. 808, Meth. 55.

METHOD 56

1. Section 27, paragraph 2, to establish in a concession the rear boundaries of half lots in a double front township if the concession is broken by a lake or river on either or both fronts but not wholly broken at either or both ends of the fronts by a lake or river.

2. Establish the rear boundaries of the half lots by joining with a straight line the midway points on the last ascertainable side line and its production through the concession at each end of the part of the concession broken by a lake or river without reference to the description contained in any grant or other instrument.

3. SKETCH



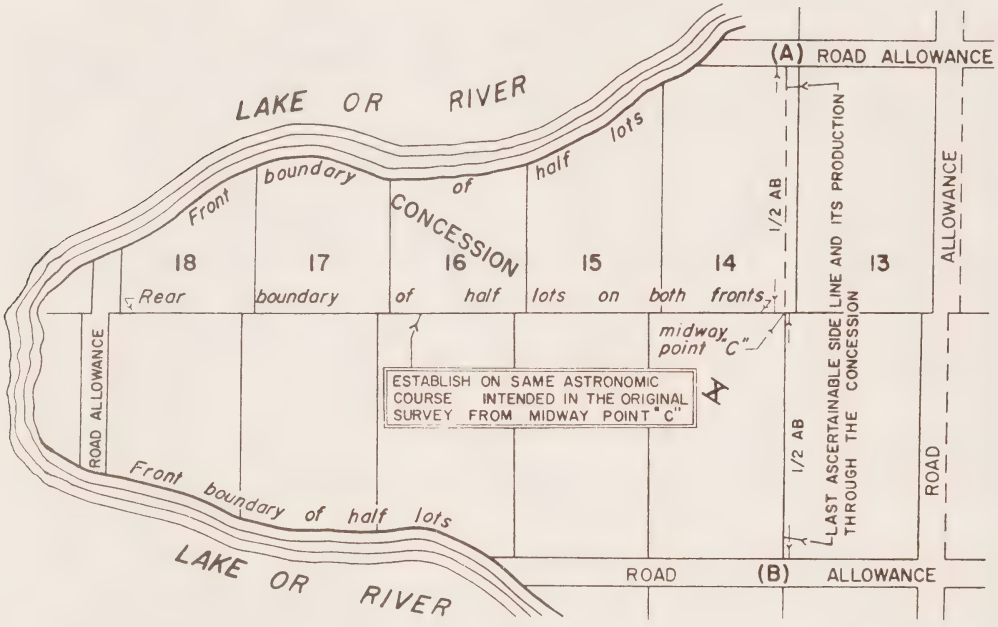

R.R.O. 1970, Reg. 808, Meth. 56.

METHOD 57

1. Section 27, paragraph 3, to establish in a concession the rear boundaries of half lots in a double front township if the concession is wholly broken on both fronts by a lake or river at either end but not broken on both fronts throughout the entire concession.

2. Determine the midway point on the last ascertainable side line and its production through the concession and from this point establish the rear boundaries of the half lots on both fronts of the concession on the astronomic course intended in the original survey without reference to the description contained in any grant or other instrument.

3. SKETCH



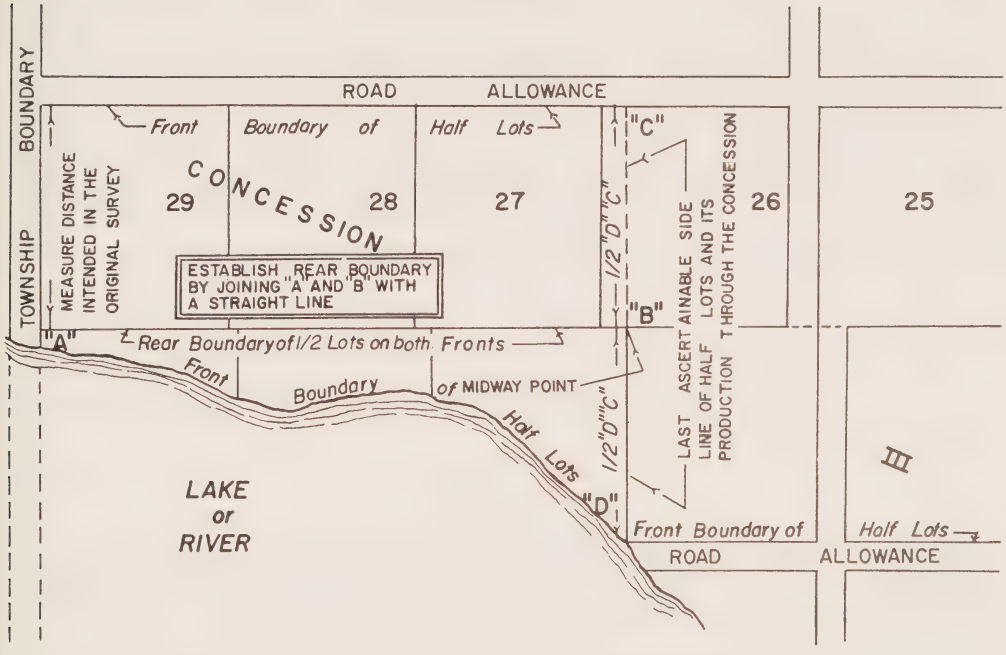

R.R.O. 1970, Reg. 808, Meth. 57.

METHOD 58

1. Section 27, paragraph 4, to establish in a concession the rear boundaries of the half lots in a double front township if the concession is broken by a lake or river at its end on one of the fronts but the rear boundaries of the half lots on the broken front are unbroken by the lake or river.

2. Determine the midway point on the last ascertainable side line and its production through the concession and establish the rear boundaries on a straight line joining the midway point and a point on the township boundary determined by measuring the distance intended in the original survey along the township boundary from the unbroken front of the concession without reference to the description contained in any grant or other instrument.

3. SKETCH



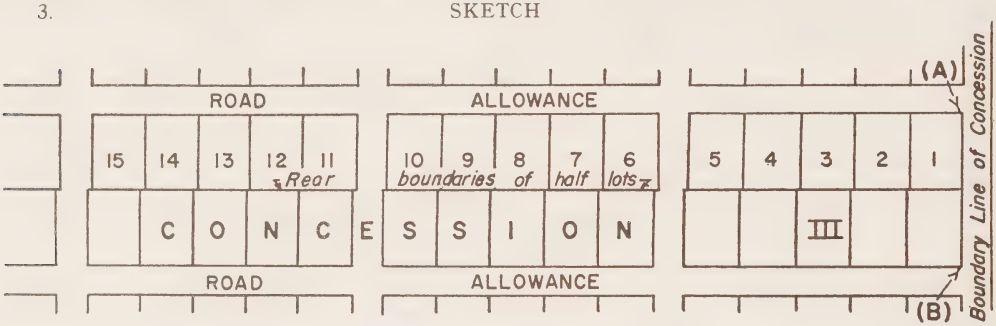

R.R.O. 1970, Reg. 808, Meth. 58.

METHOD 59

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the boundary line of the concession at the end from which the lots are numbered is unbroken and no proof line was surveyed in the original survey.

2. Establish the side lines of the half lots on the same astronomic course as the boundary line of the concession at the end from which the lots are numbered, if so intended in the original survey.

3. SKETCH




Establish the side lines of the half lots on the same astronomic course as boundary line of concession A-B.

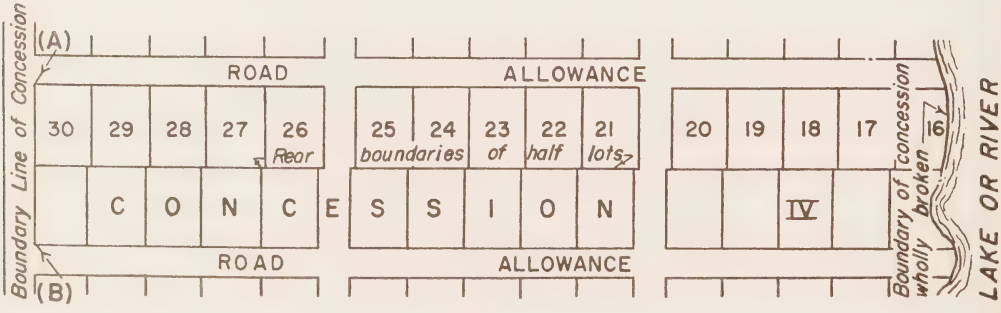
R.R.O. 1970, Reg. 808, Meth. 59.

METHOD 60

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the boundary line of the concession at the end of the concession from which the lots are numbered was not surveyed in the original survey because it was wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the boundary line of the concession at the end opposite to that from which the lots are numbered, if so intended in the original survey.

3. SKETCH




Establish the side lines of the half lots on the same astronomic course as boundary line of concession A-B.

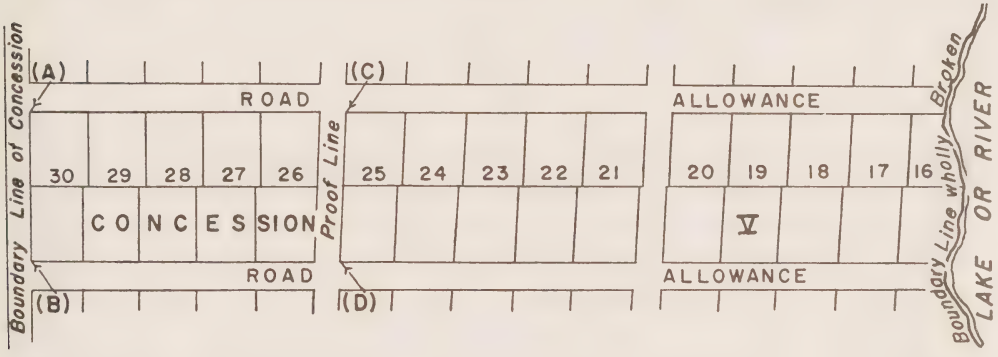
R.R.O. 1970, Reg. 808, Meth. 60.

METHOD 61

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and a proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the proof line on that side of the proof line which is farthest from the boundary line of the concession which was intended to govern the course of the side line.

3. SKETCH




Boundary line A-B intended to govern course of side lines.

Establish side lines of half lots 26 to 30 on the same astronomic course as boundary line of concession A-B.

Establish side lines of half lots 16 to 25 on the same astronomic course as proof line C-D.

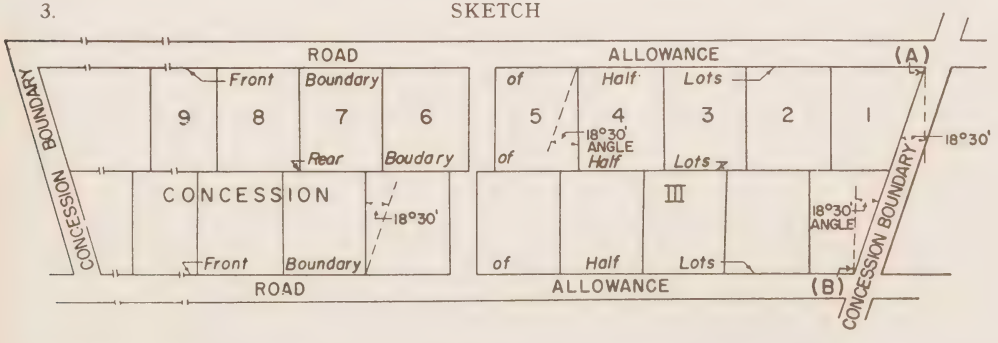
R.R.O. 1970, Reg. 808, Meth. 61.

METHOD 62

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the boundary at either end of the concession and the boundaries at the ends of the concession are unbroken and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the boundary at the end of the concession from which the lots are numbered as shown on the original plan and field notes, if so intended in the original survey.

3. SKETCH




Establish side lines of half lots at the angle of 18° 30′ with the concession boundary A-B as shown on the original plan and field notes.

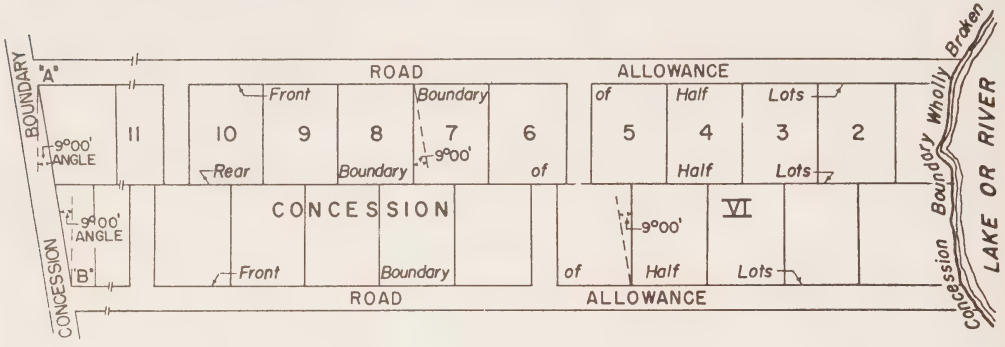
R.R.O. 1970, Reg. 808, Meth. 62.

METHOD 63

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and the boundary at the end of the concession from which the lots are numbered is wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the concession boundary at the end of the concession opposite to the end from which the lots are numbered as shown on the original plan and field notes, if so intended in the original survey.

3. SKETCH




Establish the side lines of the half lots at the angle of 9° 00′ with concession boundary A-B as shown on the original plan and field notes.

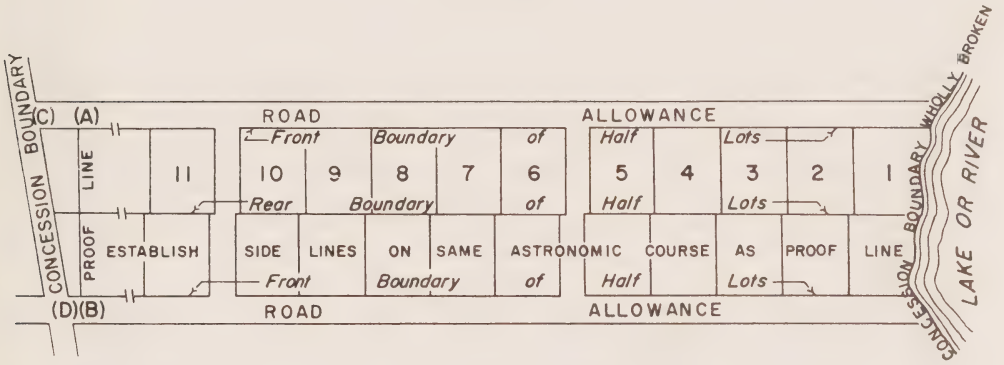
R.R.O. 1970, Reg. 808, Meth. 63.

METHOD 64

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and a proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the proof line on that side of the proof line which is farthest from the concession boundary which was intended to govern the course of the side lines in the concession.

3. SKETCH




Establish side lines of half lots on the side of the proof line A-B which is farthest from the concession boundary C-D on the same astronomic course as proof line A-B.

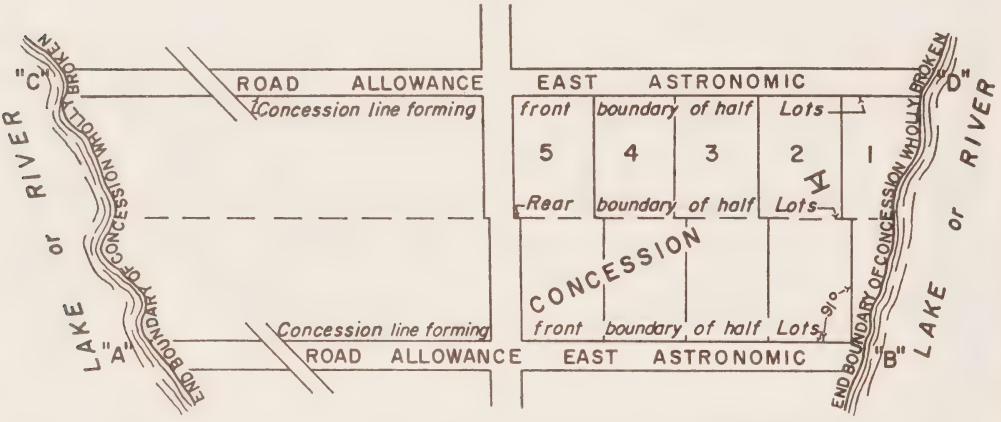
R.R.O. 1970, Reg. 808, Meth. 64.

METHOD 65

1. Section 28, paragraph 3, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the concession line forming the front boundary of the half lots was surveyed as a straight line across the entire length of the concession and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the concession line forming the front boundary of the half lots as shown on the original plan and field notes.

3. SKETCH




Concession line A-B shown on the original plan and field notes as one course, east astronomic, and the side lines of the half lots defined at an angle of 91° therefrom.

Concession line C-D also shown on the original plan and field notes as one course having a bearing east astronomic and the sides defined at an angle of 91° therefrom.

Establish side line at angle shown on the original plan and field notes.

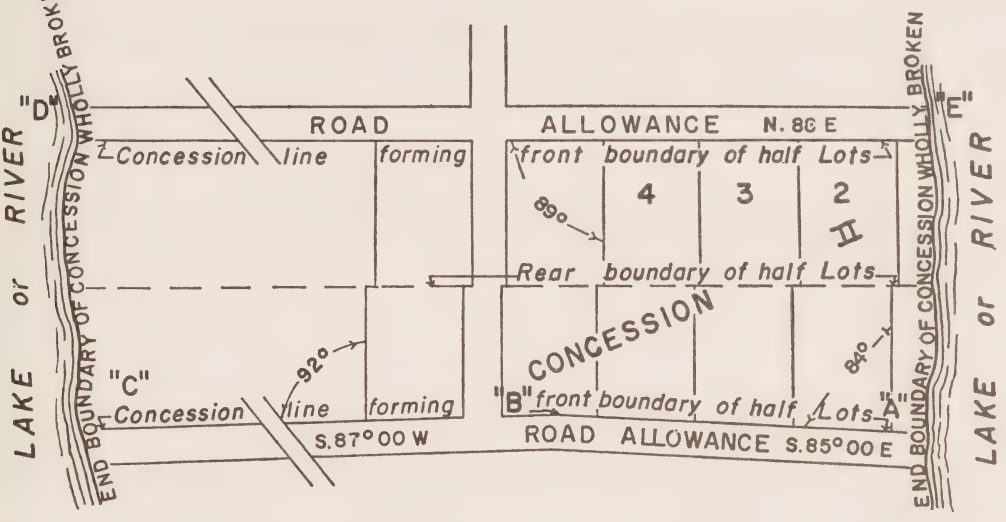
R.R.O. 1970, Reg. 808, Meth. 65.

METHOD 66

1. Section 28, paragraph 3, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the concession line forming the front boundary of the half lots was surveyed on two or more courses and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the course of each of the parts of the concession line forming the front boundary of the half lots as shown on the original plan and field notes.

3. SKETCH




Concession line A-B-C shown on the original plan and field notes as two courses. The side lines of lots defined at an angle of 84° for side lines of half lots between points A-B and at an angle of 92° for side lines of half lots between points B-C.

Concession line D-E is shown on the original plan and field notes as one course having a bearing of of N. 88° E. and the side lines of the half lots at an angle of 89° to the concession line.

Establish side lines at angle shown on the original plan and field notes.

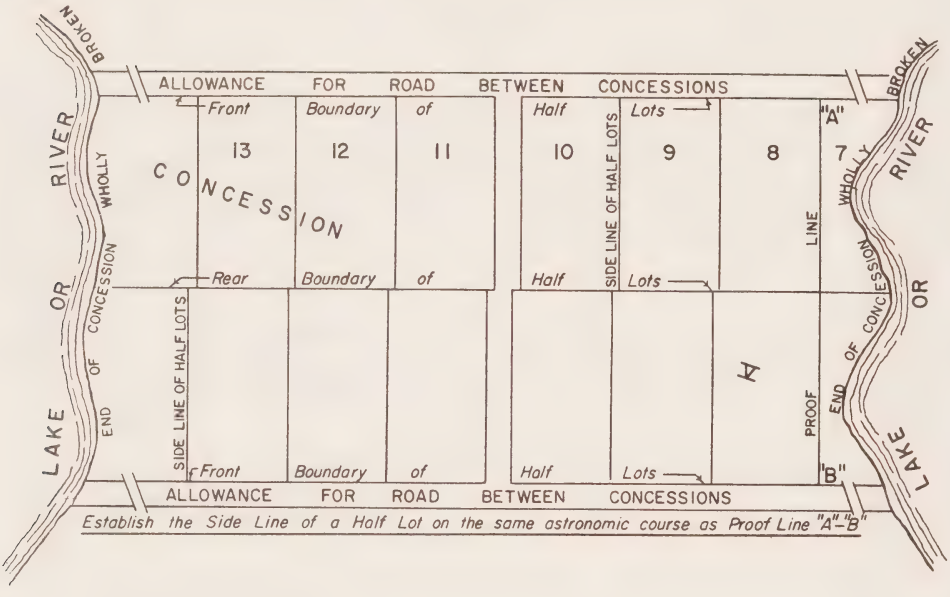
R.R.O. 1970, Reg. 808, Meth. 66.

METHOD 67

1. Section 28, paragraph 4, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and a proof line was surveyed in the original survey.

2. Establish the side line of a half lot on the same astronomic course as the proof line.

3. SKETCH



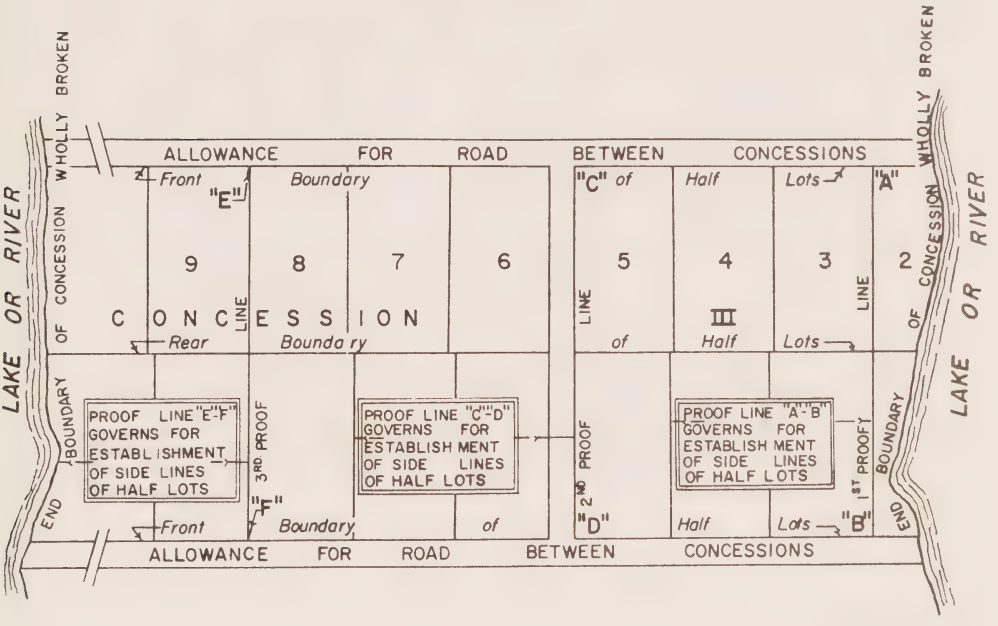

R.R.O. 1970, Reg. 808, Meth. 67.

METHOD 68

1. Section 28, paragraph 5, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and two or more proof lines were surveyed in the original survey.

2. Establish the side lines of half lots between the end boundary of the concession from which the lots are numbered and the second proof line from that boundary on the same astronomic course as the first proof line from that boundary of the concession and establish the side lines of the half lots between the second and the third proof lines on the same astronomic course as the second proof line and establish the side lines of the half lots between the third proof line and the fourth proof line on the same astronomic course as the third proof line and, where other proof lines were surveyed, continue in the same manner throughout the concession.

3. SKETCH



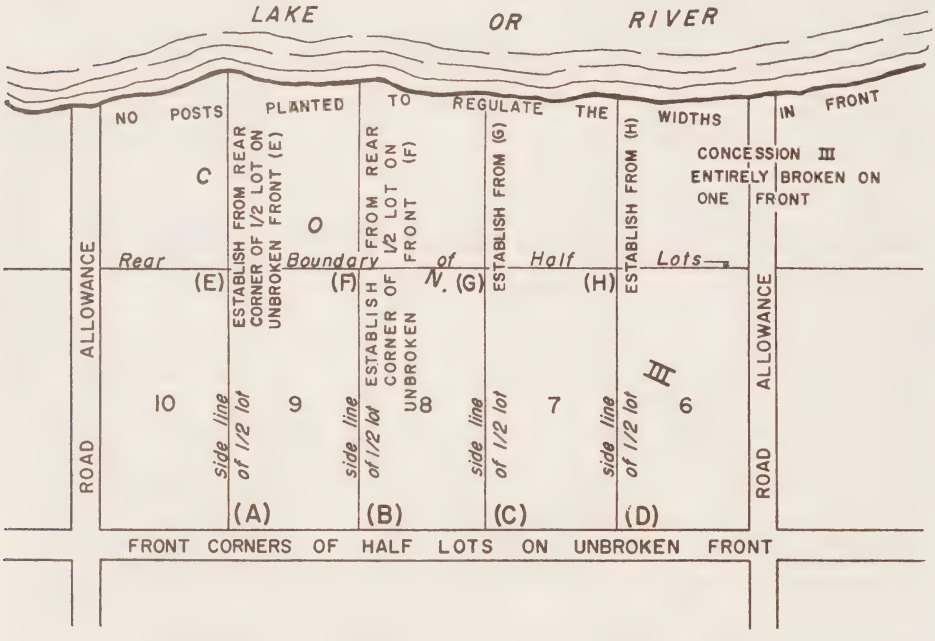

R.R.O. 1970, Reg. 808, Meth. 68.

METHOD 69

1. Section 28, paragraph 6, to establish in a concession the side lines of the half lots in a double front township not surveyed in the original survey and one of the fronts of the concession is wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths of the lots on that front.

2. Establish the side lines of the broken half lots from the rear corners of the half lots on the unbroken front of the concession.

3. SKETCH



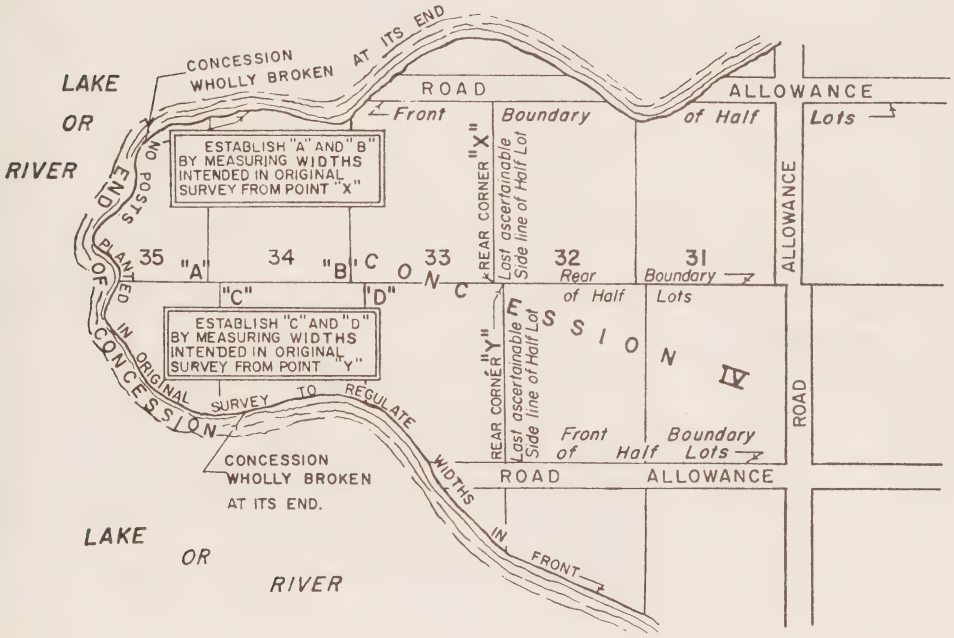

R.R.O. 1970, Reg. 808, Meth. 69.

METHOD 70

1. Section 28, paragraph 7, to establish in a concession the side lines of half lots in a double front township that were not surveyed in the original survey and the concession is wholly broken on both fronts at either end by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots determined by measuring along the rear boundaries of the half lots the widths of the half lots as intended in the original survey from the intersections of the last ascertainable side lines of the half lots on their respective fronts with the rear boundaries of the half lots.

3. SKETCH



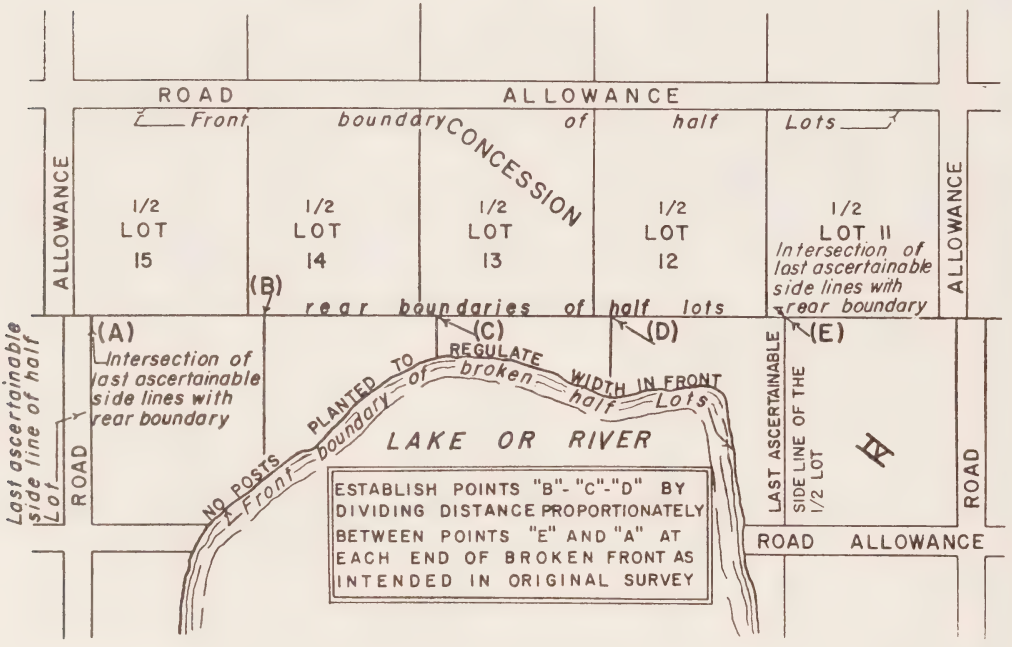

R.R.O. 1970, Reg. 808, Meth. 70.

METHOD 71

1. Section 28, paragraph 8, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and one front of the concession is partly broken by a lake or river and the lake or river does not extend to the ends of the concession and no posts were planted on the bank of the lake or river to regulate the width in front of the broken half lots.

2. Establish the side lines of the broken half lot from points on the rear boundaries of the half lots determined by dividing proportionately, as intended in the original survey, the distance between the intersections of the rear boundaries of the half lots and the last ascertainable side lines of the half lots on both sides of the lake or river at each end of the broken front.

3. SKETCH



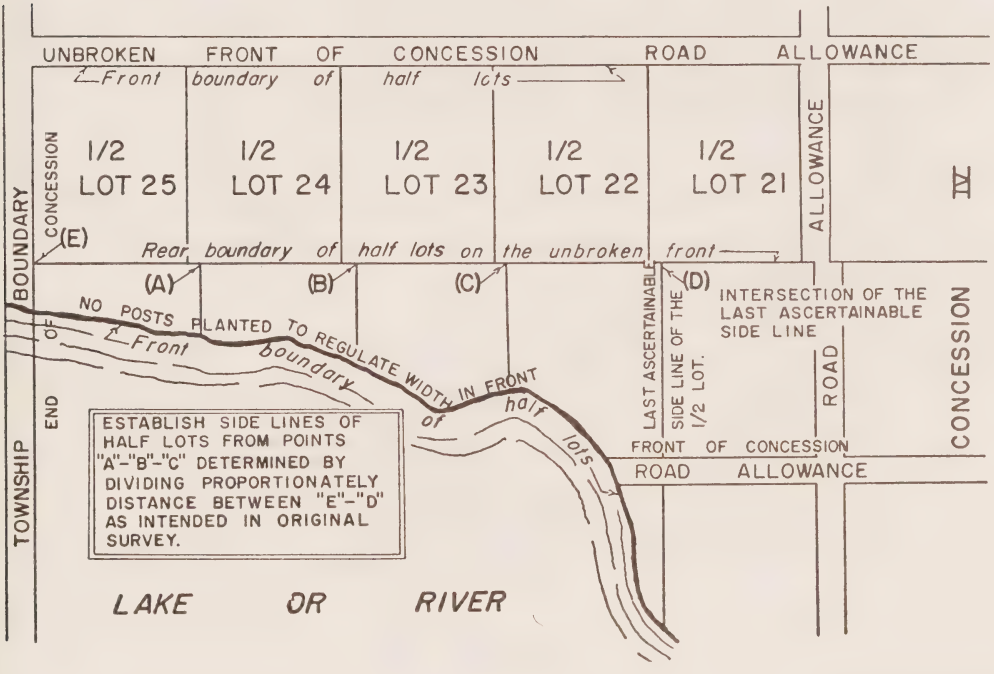

R.R.O. 1970, Reg. 808, Meth. 71.

## METHOD 72

1. Section 28, paragraph 9, to establish in a concession the side lines of the half lots in a double front township not surveyed in the original survey if the concession is partly broken on either front at either end of the concession but not broken at the end of the rear boundary of the half lots by a lake or river and no posts were planted on the bank of the lake or river to regulate the width in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots in the unbroken front determined by dividing proportionately, as intended in the original survey, the distance along the rear boundary between the end of the concession and the last ascertainable side line of the half lot on the front of the concession so broken.

3. SKETCH



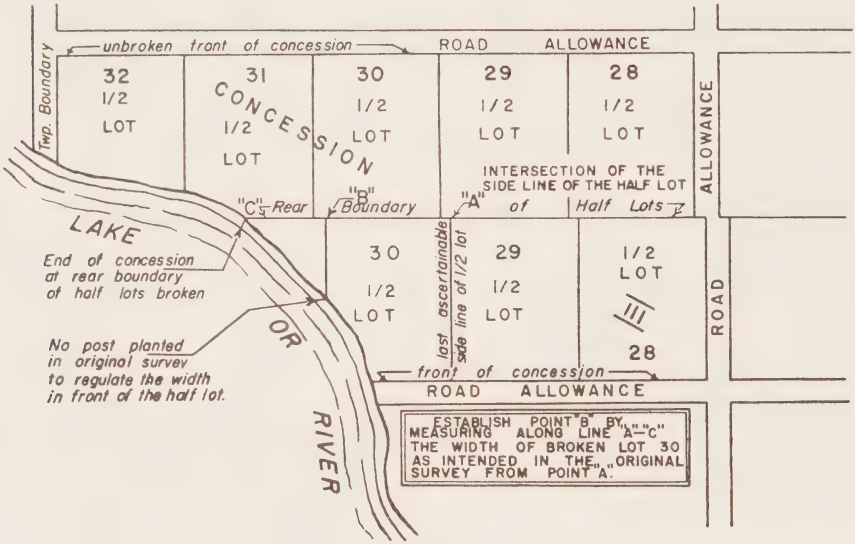

R.R.O. 1970, Reg. 808, Meth. 72.

METHOD 73

1. Section 28, paragraph 10, to establish in a concession the side lines of a half lot in a double front township not surveyed in the original survey if the concession is partly broken on either front at either end by a lake or river and also broken at the end of the rear boundary of the half lots and no posts were planted in the original survey on the bank of the lake or river to regulate the widths in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots on the unbroken front of the concession determined by measuring along the rear boundary the widths of the lots in the broken front as intended in the original survey from the intersection of the last ascertainable side line of the half lot on the front of the concession so broken.

3. SKETCH



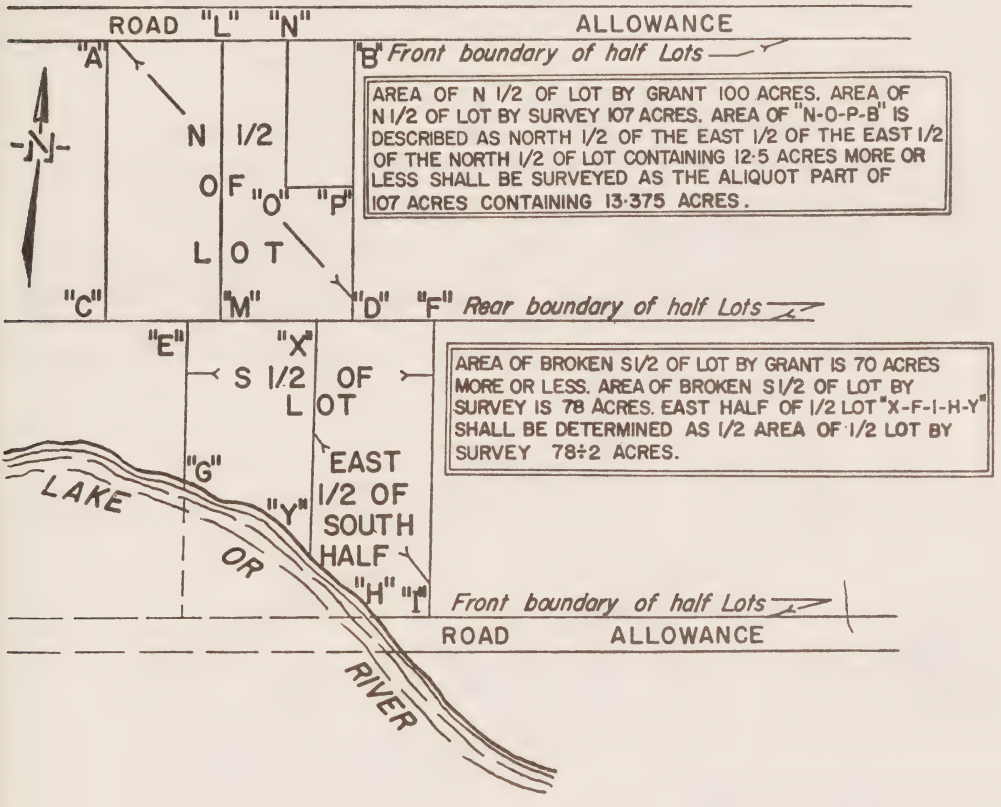

R.R.O. 1970, Reg. 808, Meth. 73.

METHOD 74

1. Section 29, subsection 1, to determine the aliquot part of a half lot in a double front township.

2. Determine the aliquot part of the area of the half lot whether or not the area so determined is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3. SKETCH



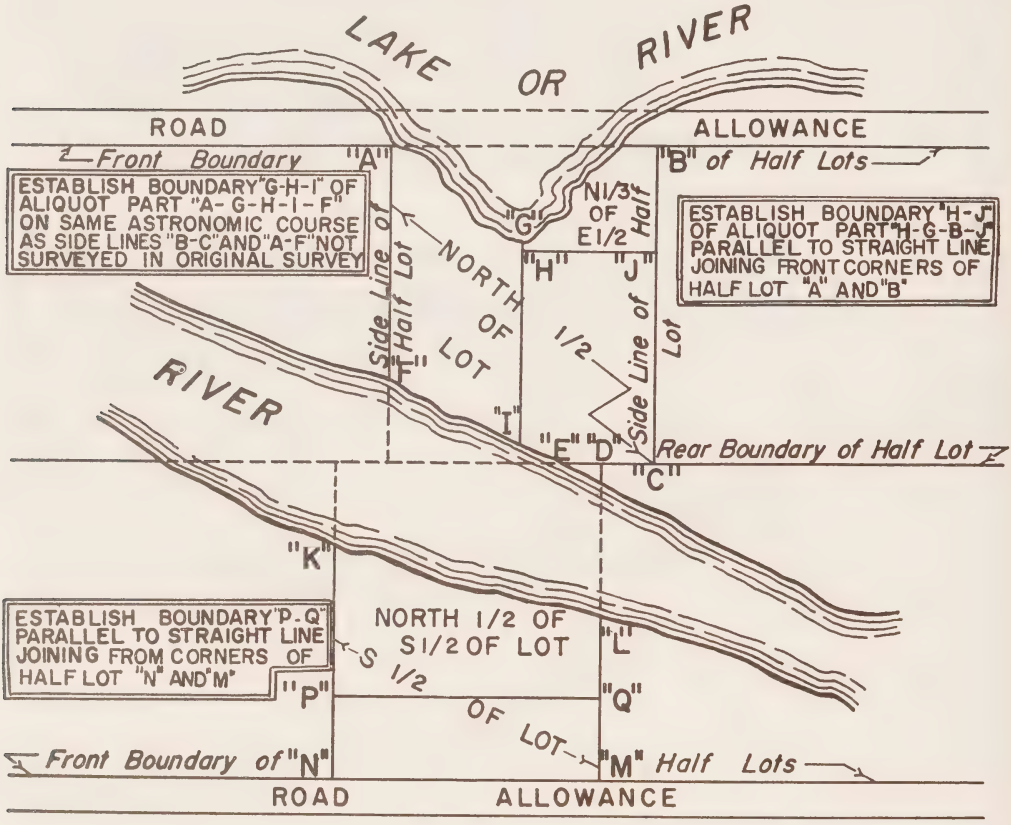

R.R.O. 1970, Reg. 808, Meth. 74.

METHOD 75

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if the front boundary of the half lot is unbroken at either end by a lake or river and no aliquot part of the half lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or parallel to a straight line joining the front corners of the half lot, as the case may be.

3. SKETCH



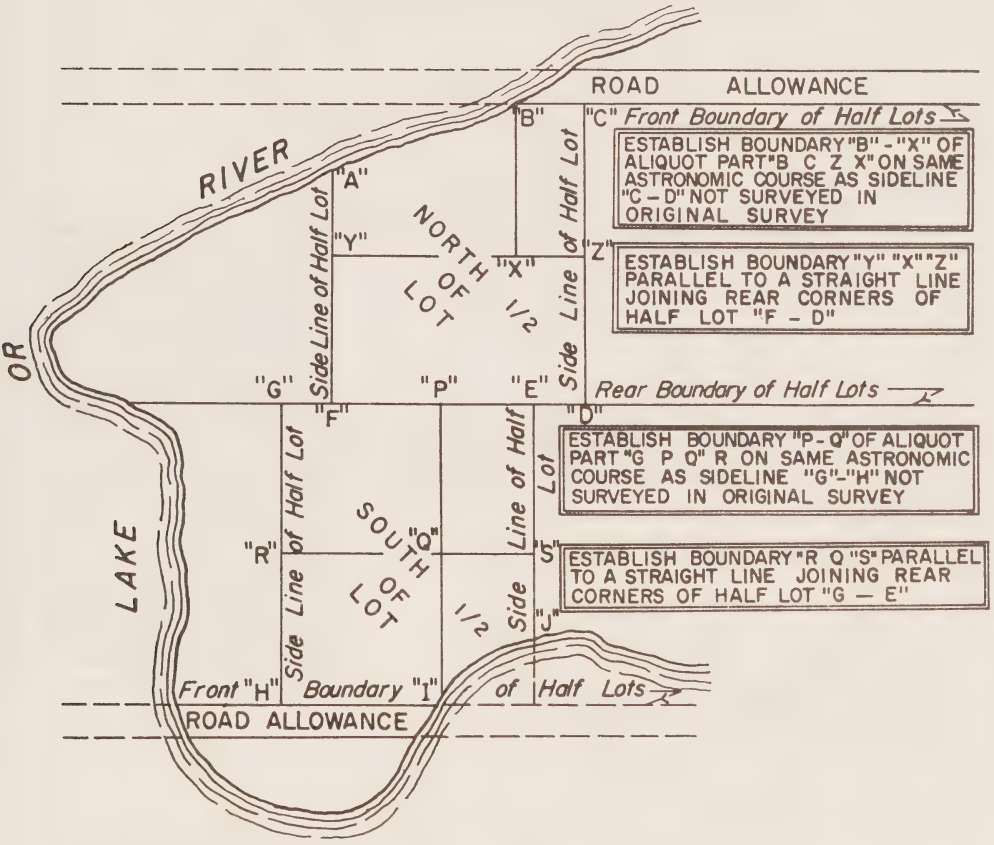

R.R.O. 1970, Reg. 808, Meth. 75.

METHOD 76

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if the rear boundary of the half lot is unbroken and the front boundary is broken at either end by a lake or river and no aliquot part of the half lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the half lot, as the case may be.

3. SKETCH



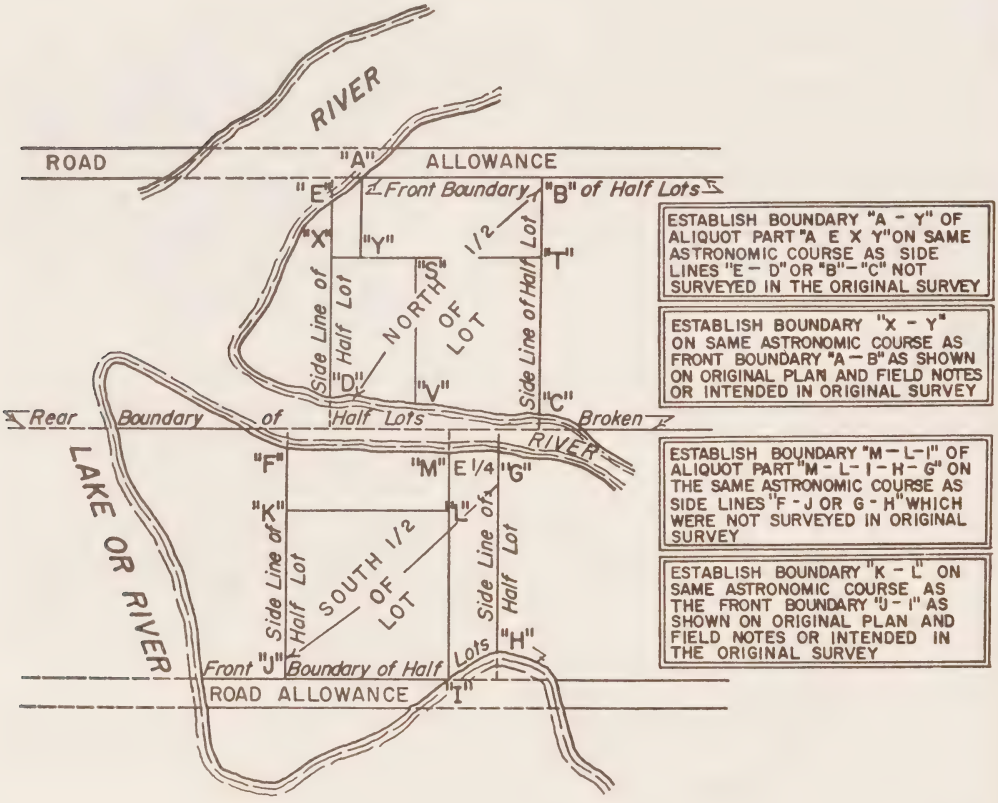

R.R.O. 1970, Reg. 808, Meth. 76.

METHOD 77

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if both the front boundary and rear boundary of the half lot are broken at either end by a lake or river and no aliquot part of the half lot was surveyd before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or on the same astronomic course as the front boundary of the half lot, as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, then on the astronomic course intended for the front boundary of the half lots.

3. SKETCH



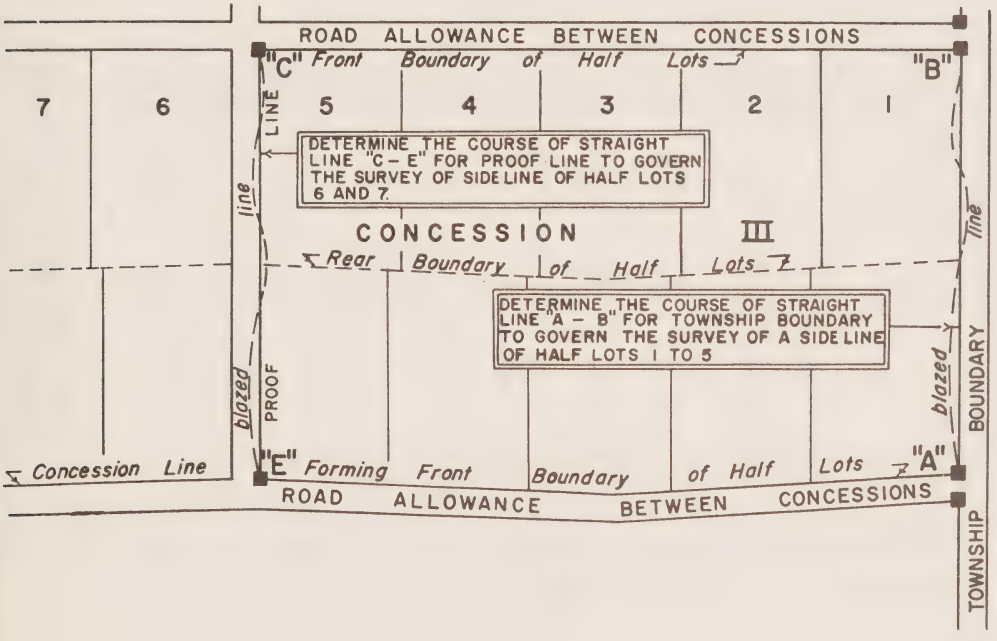

R.R.O. 1970, Reg. 808, Meth. 77.

METHOD 78

1. Section 30, subsection 1, to determine in a concession in a double front township the course of the township boundary or a proof line to survey a side line of a half lot in the concession.

2. Determine the course of a straight line joining the ends of the township boundary or proof line at both fronts of the concession in which it is required to survey a side line of a half lot.

3. SKETCH



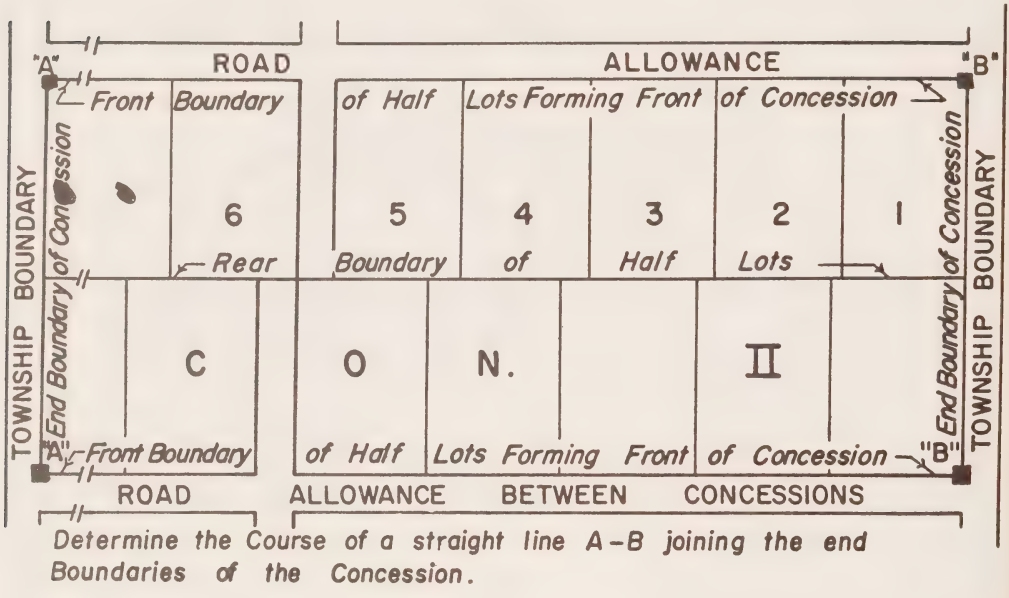

R.R.O. 1970, Reg. 808, Meth. 78.

METHOD 79

1. Section 30, subsection 2, to determine in a concession the course of a front line of the concession in a double front township for the purpose of measuring an angle with the front to establish the side line of a half lot if the front of the concession was surveyed on one course in the original survey.

2. Determine the course of a straight line joining the ends of the front boundary of the concession in that half in which it is required to survey a side line of a half lot.

3. SKETCH



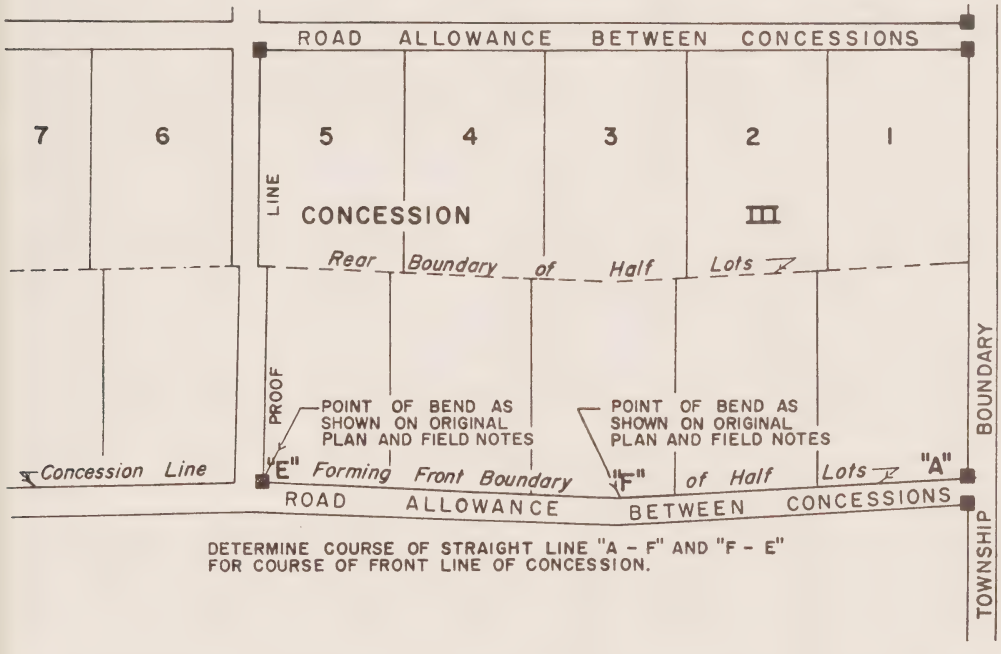

R.R.O. 1970, Reg. 808, Meth. 79.

METHOD 80

1. Section 30, subsection 2, to determine in a concession the course of a front line of the concession in a double front township for the purpose of measuring an angle with that front to establish the side line of a half lot if the front of the concession was surveyed on more than one course in the original survey.

2. Determine the course of the straight lines joining the ends of each course of the front of the concession as shown on the original plan and field notes in that half of the concession in which it is required to survey a side line of a half lot.

3. SKETCH




R.R.O. 1970, Reg. 808, Meth. 80.

PART V

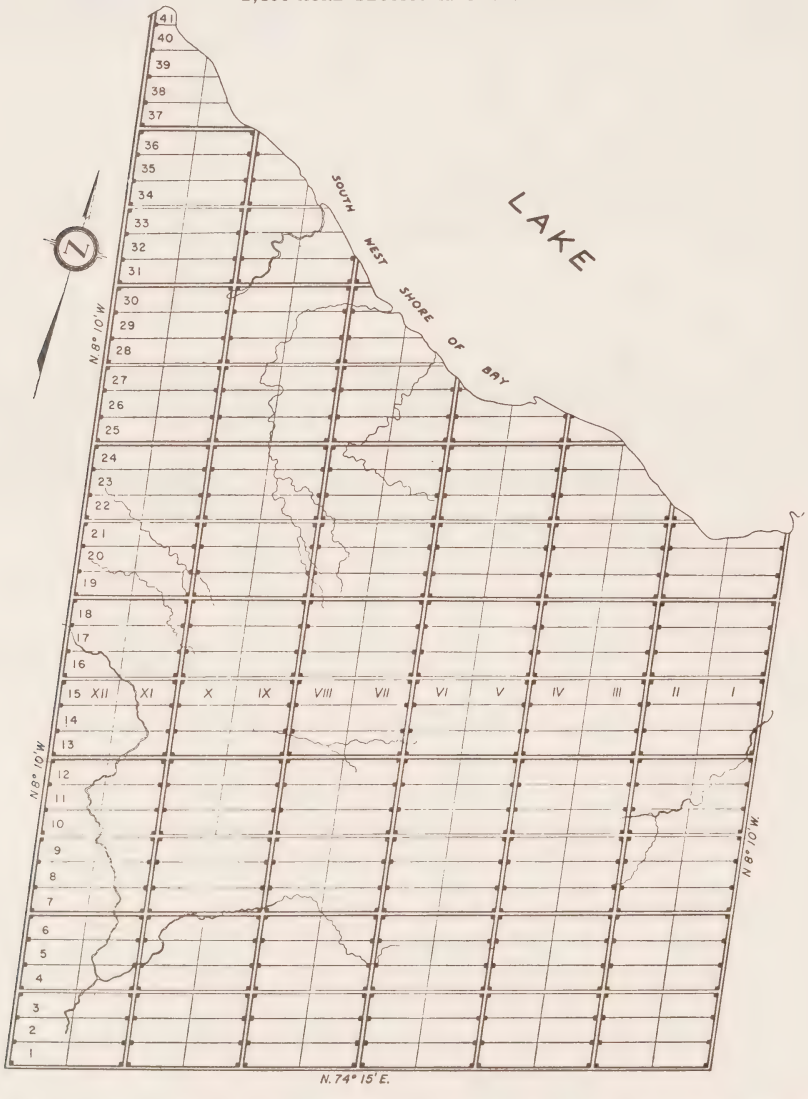
SECTIONAL TOWNSHIPS WITH DOUBLE FRONTS

METHOD 81

1. Section 31, subsection 1, a "sectional township with double fronts" means a township divided into sections and lots where the usual practice in the original survey was to survey the township boundaries, concession lines and side lines of sections defining the section boundaries and to establish the front corners of the lots and section corners.

2. (i) SKETCH

2,400-ACRE SECTIONAL SYSTEM

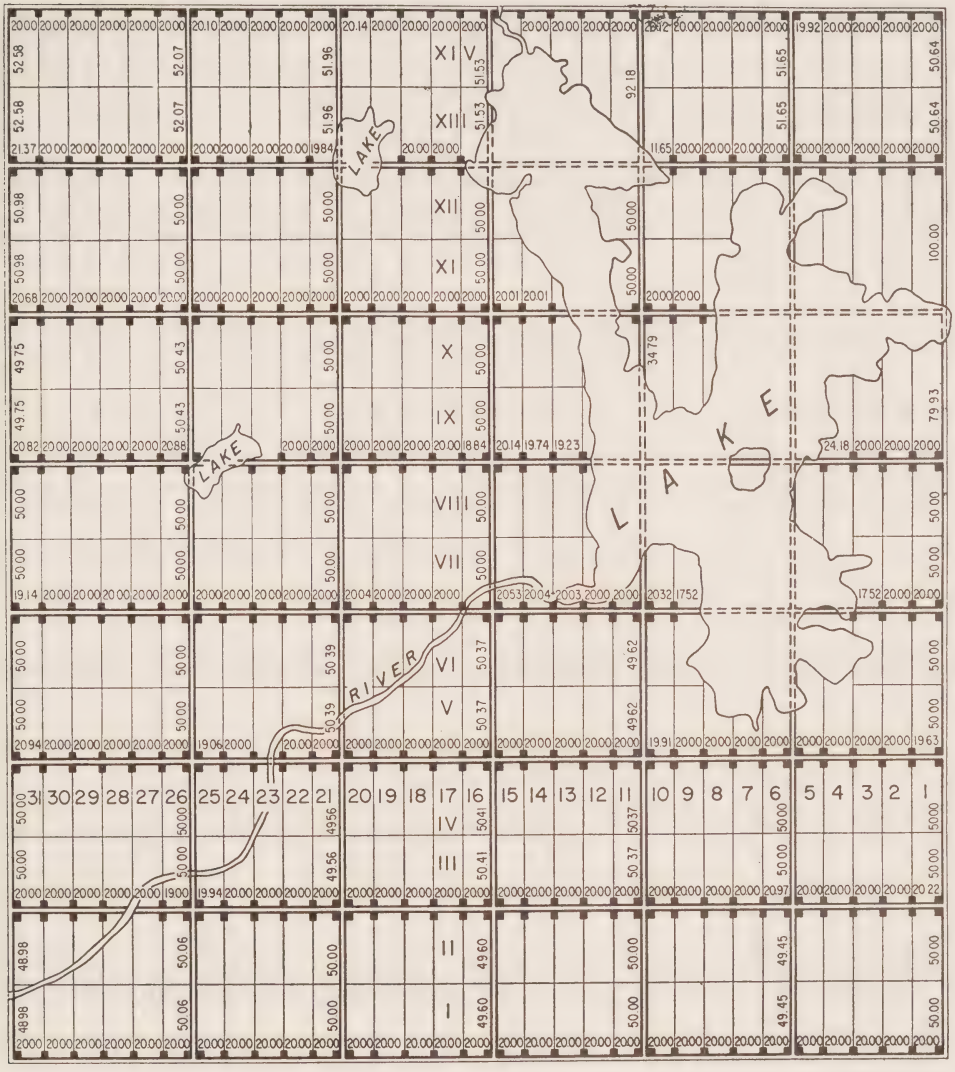



Regular lots are 30 chains wide and 66.67 chains in depth. Usually road allowances one chain wide made between each alternate concession and every third lot and along the township boundaries.

Heavy lines (—) indicate lines surveyed.
Squares (■) show corners usually established but not always posted.

(ii) SKETCH

1,000-ACRE SECTIONAL SYSTEM

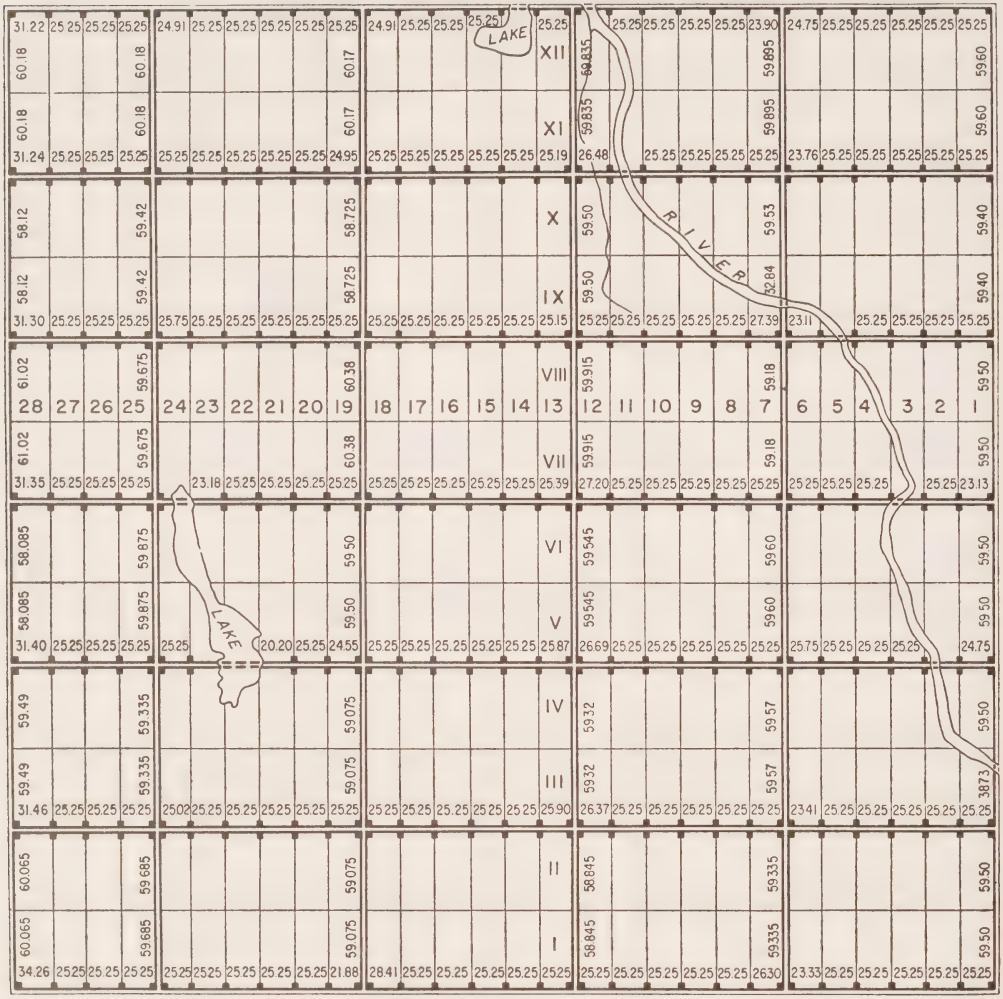



Regular lots are 20 chains wide and 50 chains in depth. Usually road allowances one chain wide made between each alternate concession and between every fifth lot and along the township boundaries.

**Heavy line (—) indicates lines surveyed.**
**Squares (■) show corners usually established but not always posted.**

(iii) SKETCH

1,800-ACRE SECTIONAL SYSTEM

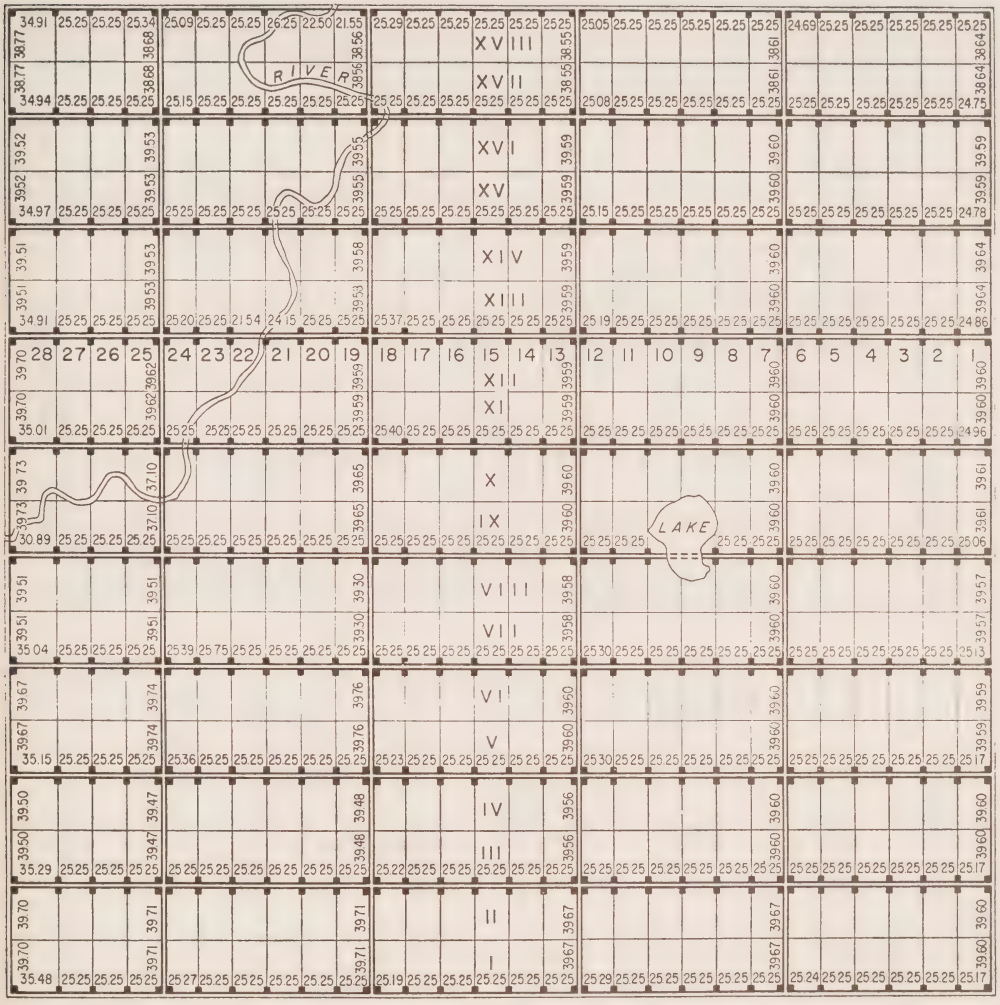



Regular lots are 25.25 chains in width and 59.50 chains in depth. Usually road allowances one chain wide made between each alternate concession and between each sixth lot and along the township boundaries.

**Heavy lines (—) indicate lines surveyed.**
**Squares (■) show corners usually established but not always posted.**

(iv) SKETCH

1,200-acre Sectional System




Regular lots are 25.25 chains wide and 39.60 chains deep. Road allowances one chain between each alternate concession and every sixth lot and along the township boundaries.

**Heavy line (—) indicates lines surveyed in the original survey.**
**Squares (■) show corners usually established but not always posted.**

Note: In each of the sectional systems illustrated in (i), (ii), (iii) and (iv), the road allowances between alternate concessions, along township boundaries, and between side lines of sections, were generally surveyed by running the centre lines thereof and planting survey posts on such centre lines opposite the front corners of the lots and at the front corners of the lots by offset measurement from the centre lines of such road allowances.

In the 1,000-acre sectional system illustrated in (ii), road allowances one chain wide were generally laid out along the shores of lakes and rivers.

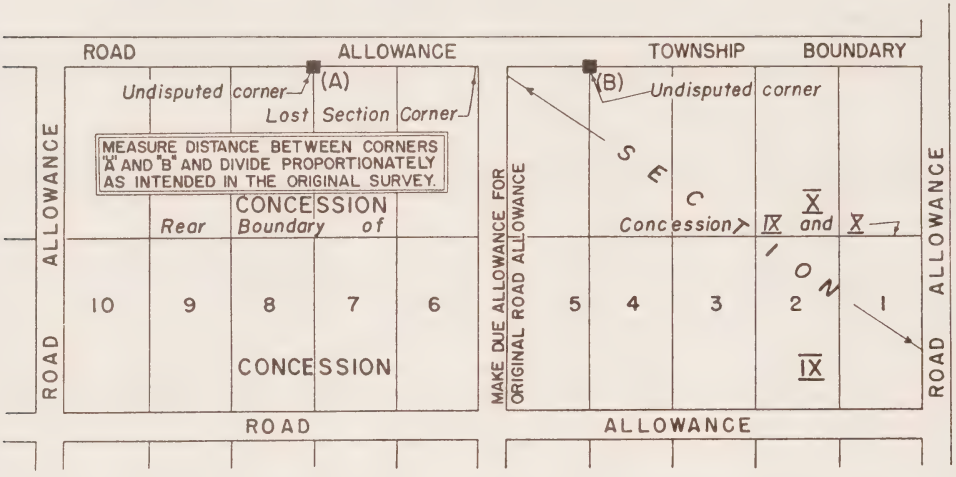
R.R.O. 1970, Reg. 808, Meth. 81.

METHOD 82

1. Section 31, subsection 2, paragraph 2, to establish a lost section corner on a township boundary in a sectional township with double fronts where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



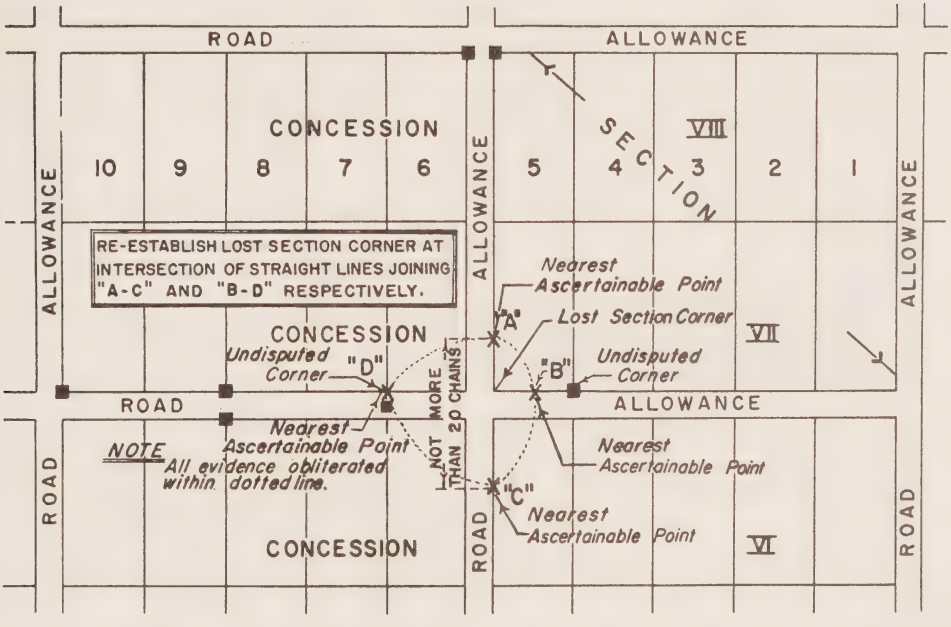

R.R.O. 1970, Reg. 808, Meth. 82.

METHOD 83

1. Section 31, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with double fronts if the concession line in front of the adjacent sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and the adjacent corners of the sections are lost and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are not more than 400 metres apart and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the side lines and re-establish the lost corner at the intersection with a straight line joining the two nearest ascertainable points on the concession, one being on either side of the lost corner.

3. SKETCH



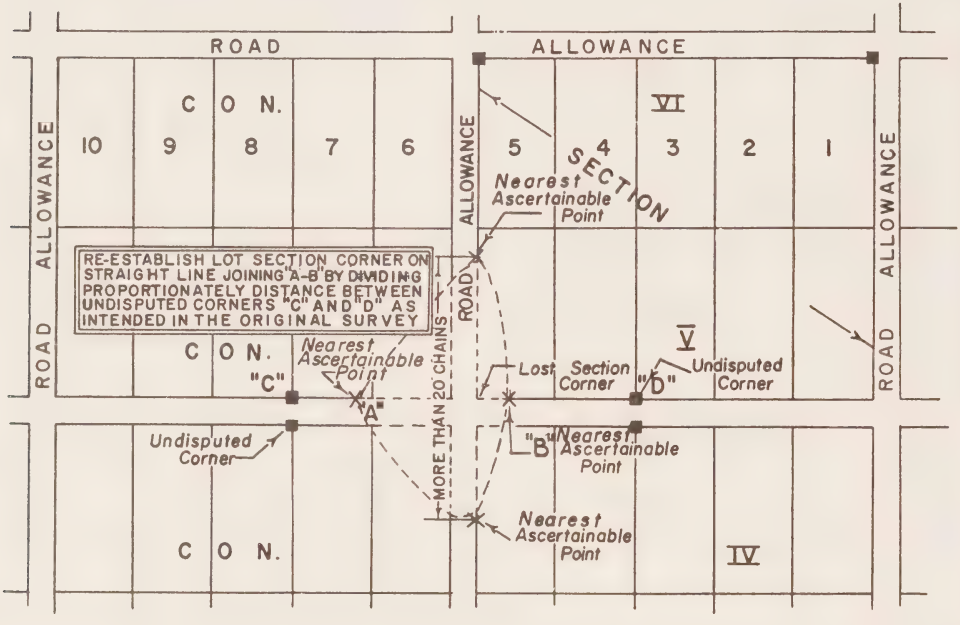

R.R.O. 1970, Reg. 808, Meth. 83; O. Reg. 200/79, s. 1 (1).

METHOD 84

1. Section 31, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with double fronts if the concession line in the front of the adjacent sections on either side of the lost section corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjacent sections on the opposite sides of the concession line are shown as being a straight line on the original plan and field notes and the adjacent corners of the sections are lost and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are more than 400 metres apart and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately as intended in the original survey between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, having due regard for any road allowance made in the original survey.

3. SKETCH



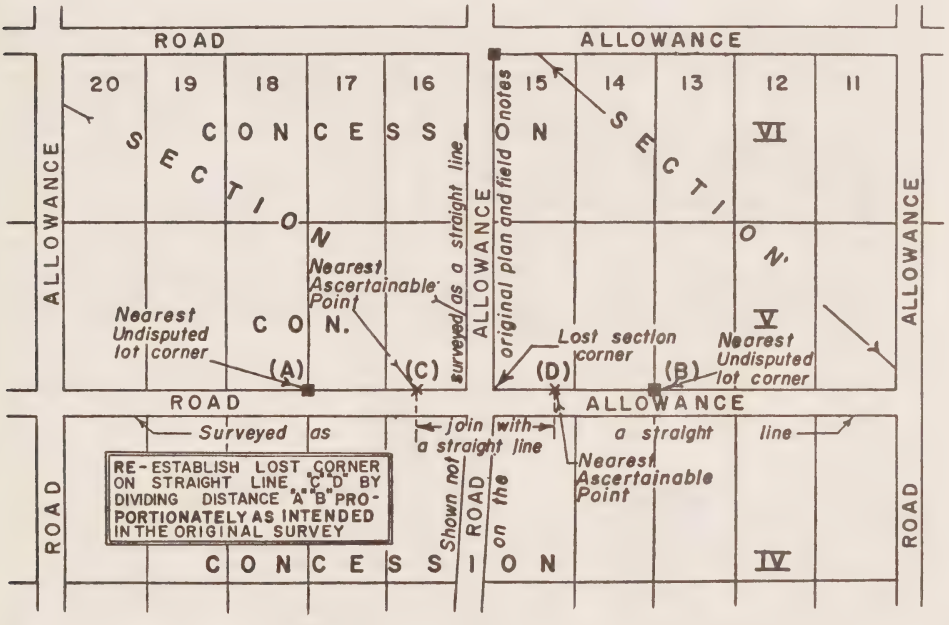

R.R.O. 1970, Reg. 808, Meth. 84; O. Reg. 200/79, s. 1 (2).

METHOD 85

1. Section 31, subsection 2, paragraph 4, to re-establish a lost section corner in a sectional township with double fronts where the concession line in front of the adjacent sections on either side of the lost corner is shown on the original plan and field notes as a straight line and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as not in a straight line and the adjacent corners of the sections are lost and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Determine the distance between the two nearest undisputed lot corners on the concession line, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowances made in the original survey and by joining with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner.

3. SKETCH



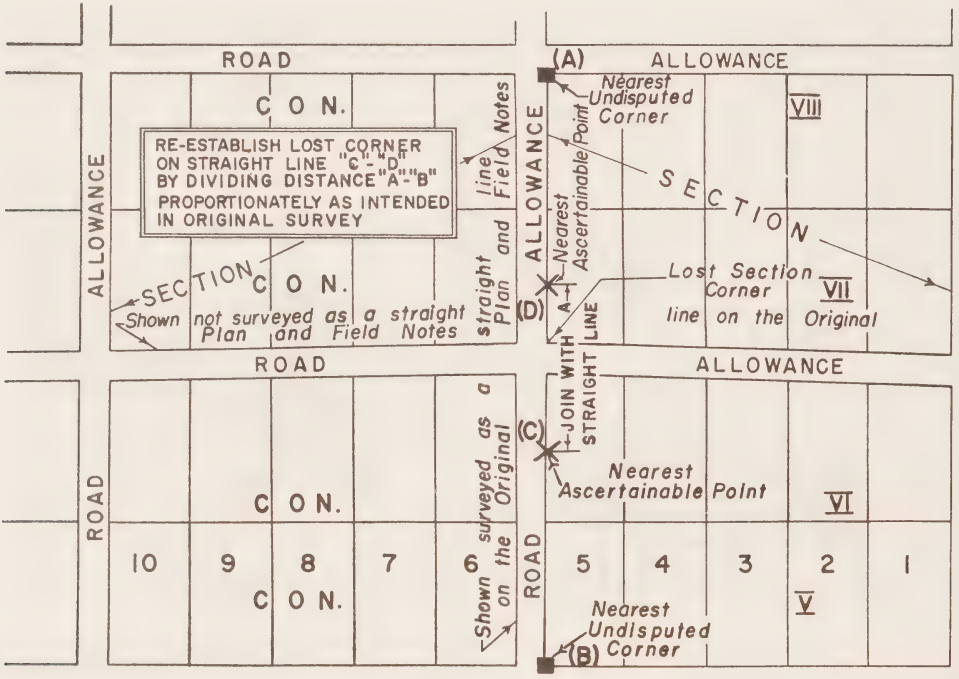

R.R.O. 1970, Reg. 808, Meth. 85.

METHOD 86

1. Section 31, subsection 2, paragraph 5, to re-establish a lost section corner in a sectional township with double fronts where the concession line in front of the adjacent sections on either side of the lost corner is shown on the original plan and field notes as not on a straight line and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and the adjacent corners of the sections are lost and the lost section corner was not previously re-established before March 24, 1911.

2. Determine the distance between the two nearest undisputed corners on the side lines of the sections, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowances made in the original survey, and by joining with a straight line the two nearest ascertainable points on the side lines of the sections, one point being on either side of the lost corner.

3. SKETCH



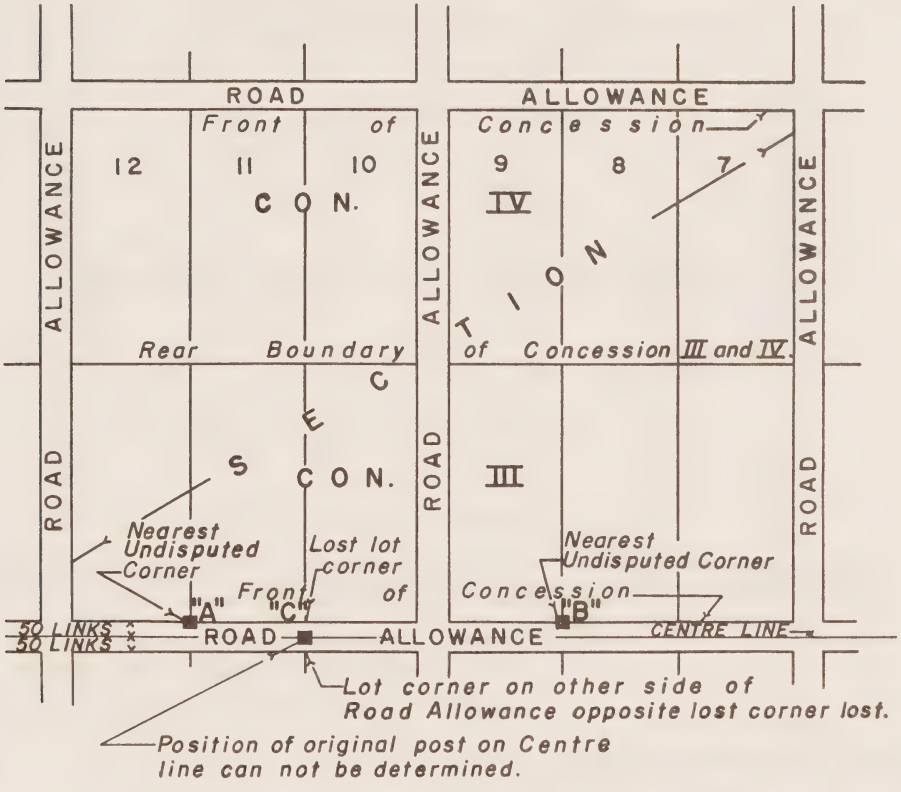

R.R.O. 1970, Reg. 808, Meth. 86.

METHOD 87

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is also lost and the position of the original post on the centre line of the road allowance opposite the lost corner cannot be determined and no evidence of the original corner exists.

2. Determine the distance between the two nearest undisputed corners in the section, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH




To re-establish lost lot corner C, measure distance between nearest undisputed corners A and B and divide proportionately as intended in the original survey, having due regard for road allowance between lots 9 and 10.

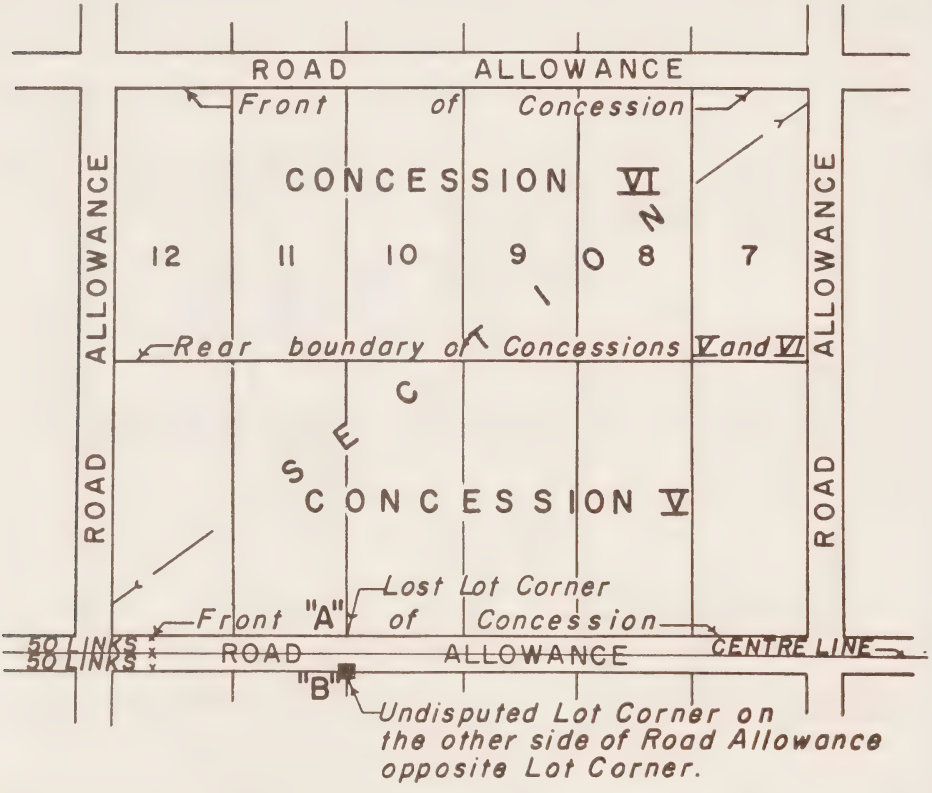
R.R.O. 1970, Reg. 808, Meth. 87.

METHOD 88

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is undisputed and no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the undisputed lot corner on the other side of the road allowance opposite the lost corner as intended in the original survey.

3. SKETCH




Establish lost lot corner A from undisputed lot corner B as intended in the original survey.

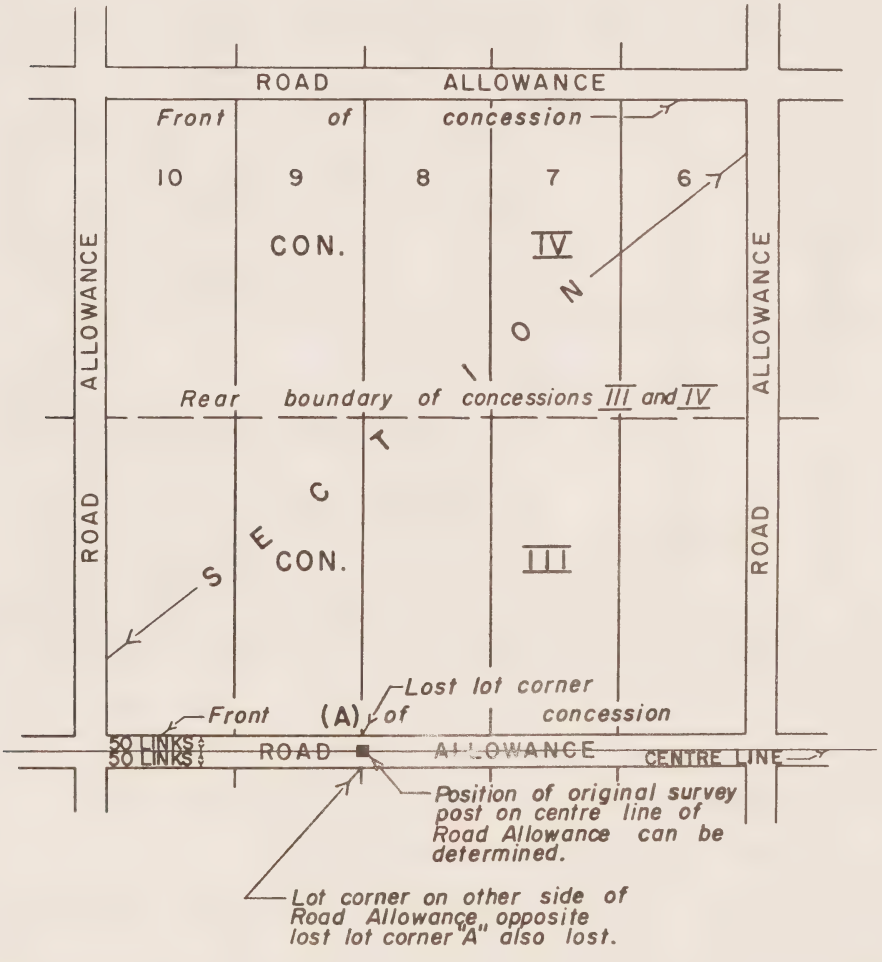
R.R.O. 1970, Reg. 808, Meth. 88.

METHOD 89

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is also lost and the position of the original post on the centre line of the road allowance opposite the lost corner can be determined and no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the position of the original survey post on the centre line of the road allowance opposite the lost corner as intended in the original survey.

3. SKETCH




Establish lost lot corner from position of the original survey post on the centre line of road allowance as intended in the original survey.

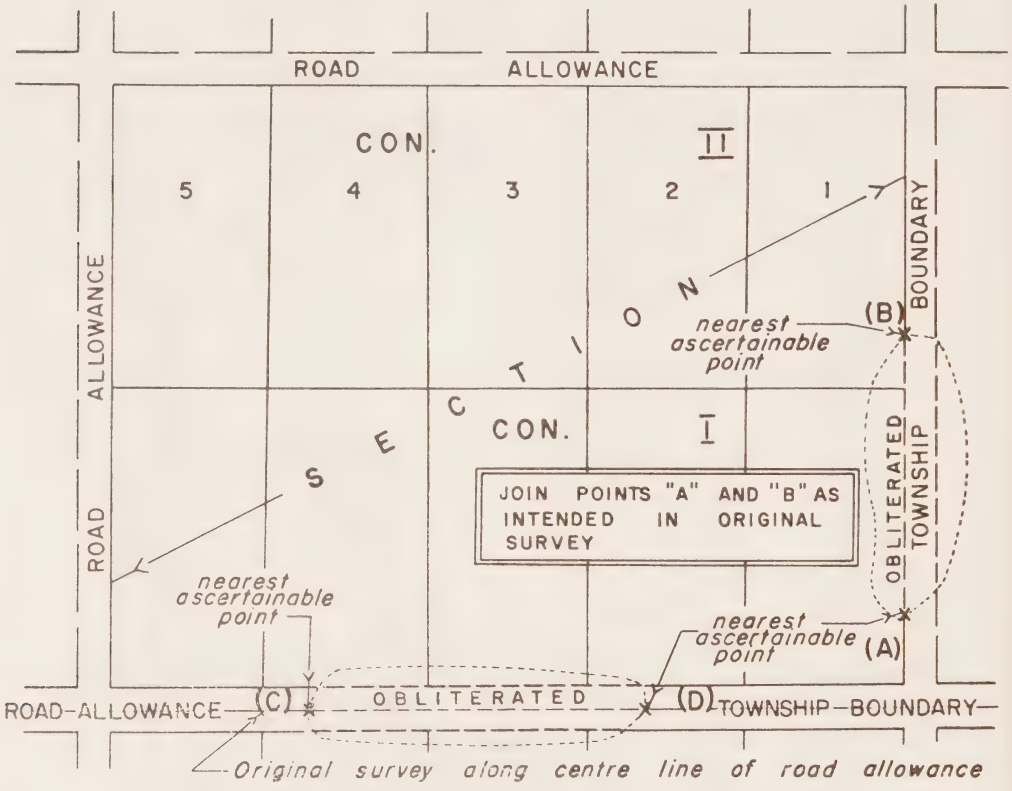
R.R.O. 1970, Reg. 808, Meth. 89.

METHOD 90

1. Section 31, subsection 2, paragraph 8, to re-establish an obliterated portion of a township boundary in a sectional township with double fronts and no evidence of the original township boundary exists.

2. Re-establish the obliterated portion of the township boundary by joining the nearest ascertainable points thereof as intended in the original survey.

3. SKETCH




*Join nearest ascertainable points "C" and "D" on centre line as intended in the original survey*

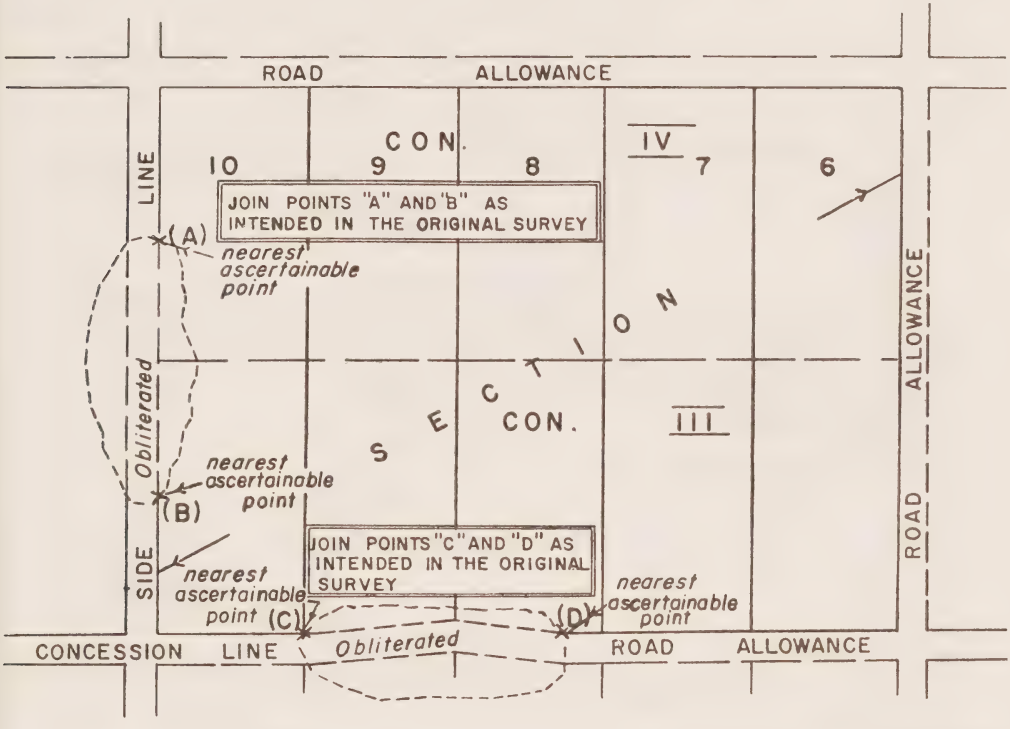
R.R.O. 1970, Reg. 808, Meth. 90.

METHOD 91

1. Section 31, subsection 2, paragraph 9, to re-establish an obliterated portion of a concession line or a side line of a section surveyed in the original survey in a sectional township with double fronts and no evidence of the original concession line or side line exists.

2. Re-establish the obliterated portion of the concession line or side line by joining the nearest ascertainable points thereof as intended in the original survey.

3. SKETCH



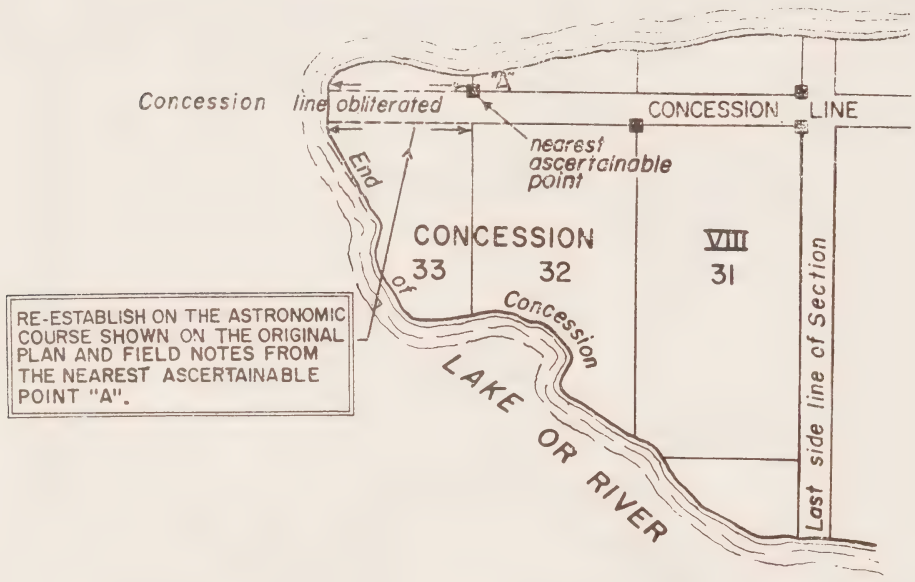

R.R.O. 1970, Reg. 808, Meth. 91.

METHOD 92

1. Section 31, subsection 2, paragraph 10, to re-establish a concession line beyond the last side line of a section in a sectional township with double fronts if the concession is broken by a lake or river at its end and the concession line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated concession line on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the concession line in the section in which the concession line is obliterated.

3. SKETCH



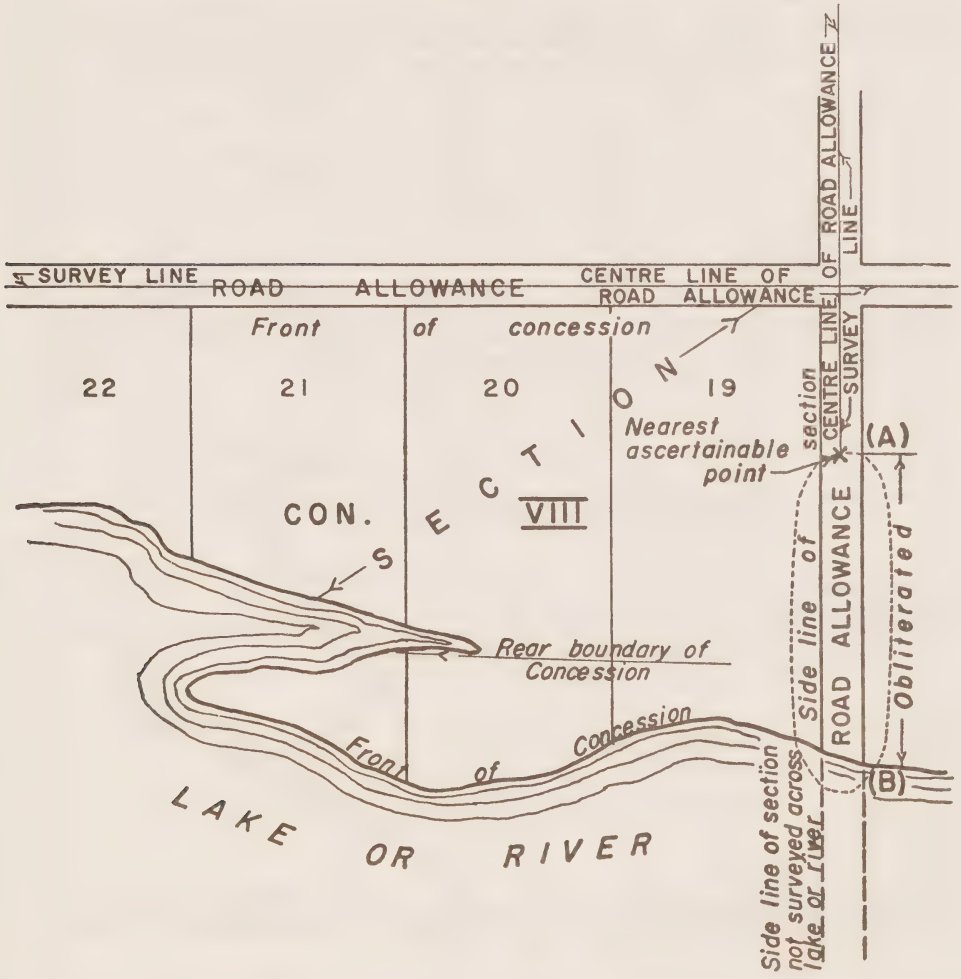

R.R.O. 1970, Reg. 808, Meth. 92.

METHOD 93

1. Section 31, subsection 2, paragraph 11, to re-establish in a concession the side line of a section in a sectional township with double fronts if the concession is wholly or partly broken by a lake or river on its front and the section line was not surveyed across the lake or river and the side line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated side line of the section on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point thereof in the section in which the side line is obliterated.

3. SKETCH




Re-establish obliterated side line of section A-B from nearest ascertainable point A on the astronomic course shown on the original plan and field notes.

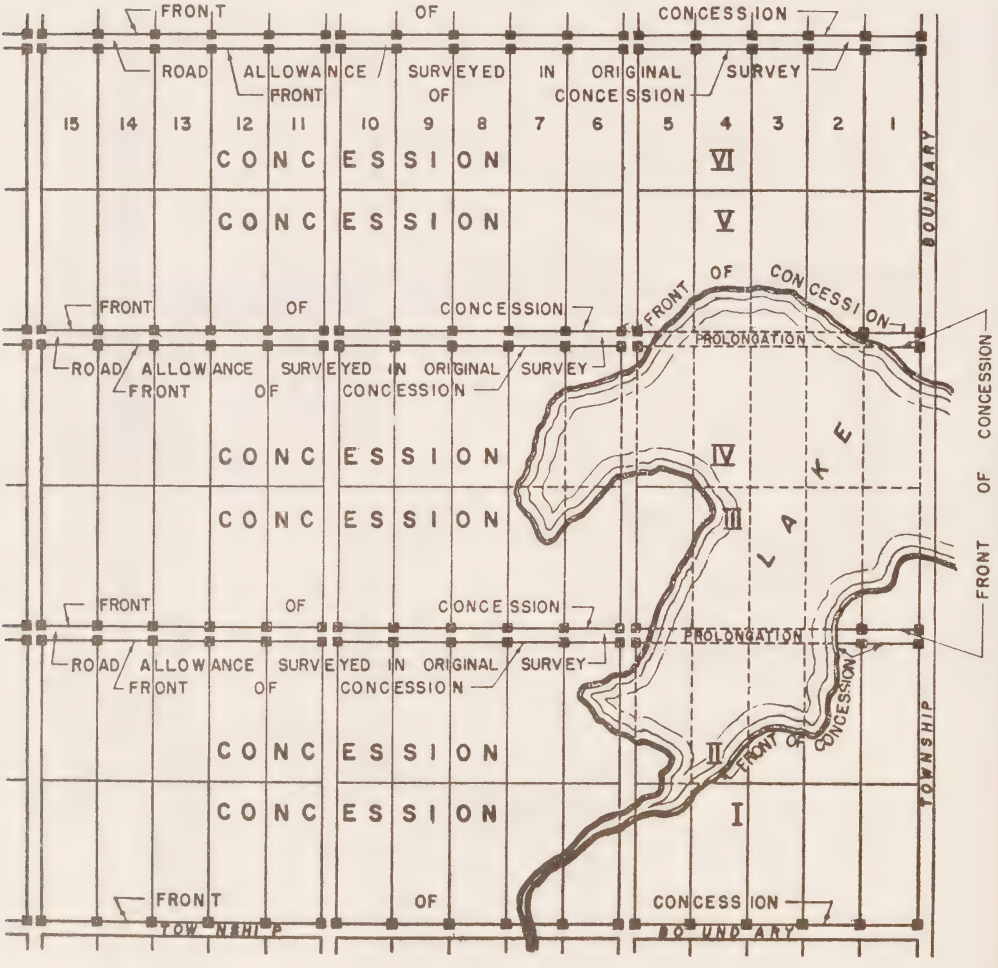
R.R.O. 1970, Reg. 808, Meth. 93.

METHOD 94

1. Section 32, to define the front of a concession in a sectional township with double fronts.

2. The front of a concession in a sectional township with double fronts in the boundary of the concession that abuts the road allowance between two concessions shown on the original plan or, where a concession is broken by a lake or river, the front of the concession is the boundary of the concession that is nearest the prolongation of such road allowance across the lake or river.

3. SKETCH



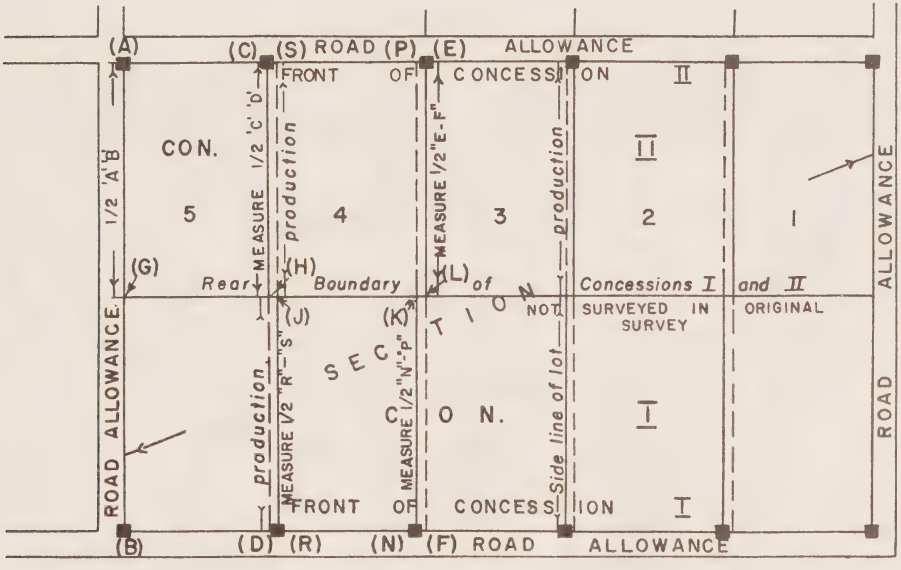

R.R.O. 1970, Reg. 808, Meth. 94.

METHOD 95

1. Section 33, paragraph 1, to establish the rear boundary of a concession in a sectional township with double fronts where the two concessions in a section are unbroken by a lake or river on their fronts.

2. Establish the rear boundary of the concessions by joining with straight lines the midway points of the side lines of the lots and their productions through the section if so intended in the original survey.

3. SKETCH




Establish the rear boundary of concessions 1 and 2 by joining midway points G-H, H-J, J-K and K-L, etc.

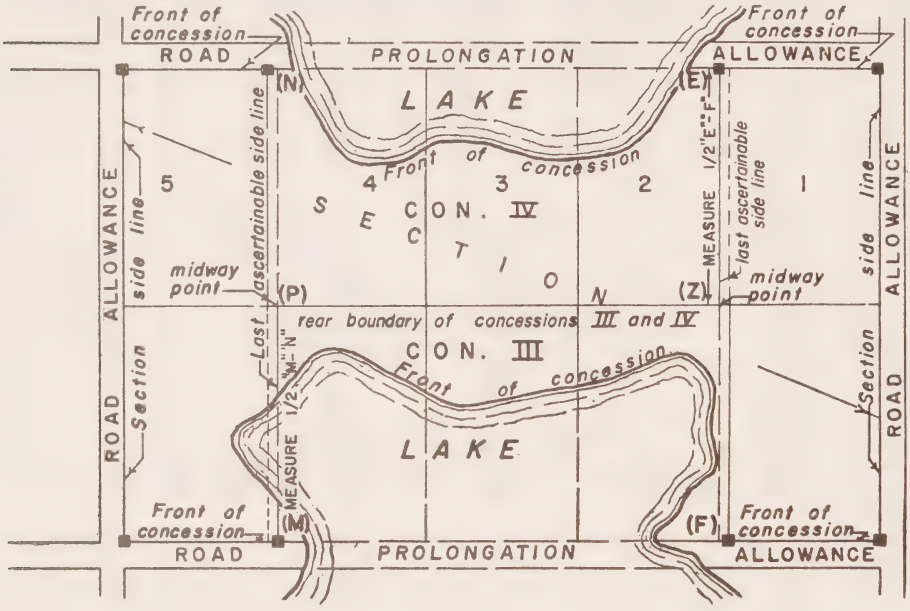
R.R.O. 1970, Reg. 808, Meth. 95.

METHOD 96

1. Section 33, paragraph 2, to establish the rear boundary of a concession in a sectional township with double fronts where the two concessions in a section are broken by a lake or river on either or both of their fronts but the fronts of the two concessions are not wholly broken at either or both ends of the section.

2. Establish the rear boundary of the concessions by joining with a straight line the midway points between the fronts of the two concessions on the last ascertainable side line in the section at each end of the broken front if so intended in the original survey.

3. SKETCH




Establish rear boundary of concessions by joining midway points P and Z with a straight line.

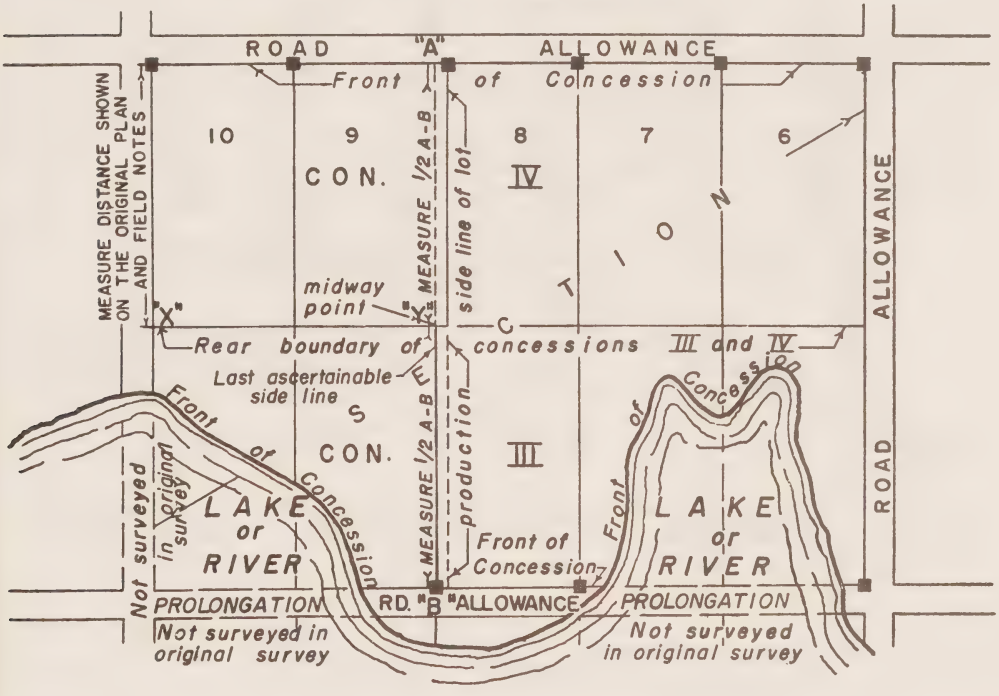
R.R.O. 1970, Reg. 808, Meth. 96.

METHOD 97

1. Section 33, paragraph 3, to establish the rear boundary of a concession in a sectional township with double fronts where one of the concessions in a section is broken by a lake or river on its front at either or both ends of the section but not broken on its front through the entire section.

2. Establish the rear boundary of the concessions by joining with a straight line a point on the broken side line of the section determined by measuring the distance shown on the original plan and field notes from the unbroken front and the midway point between the fronts of the two concessions on the last ascertainable side line in the section at the end of the broken front.

3. SKETCH




Establish rear boundary by joining with a straight line midway point Y and established point X.

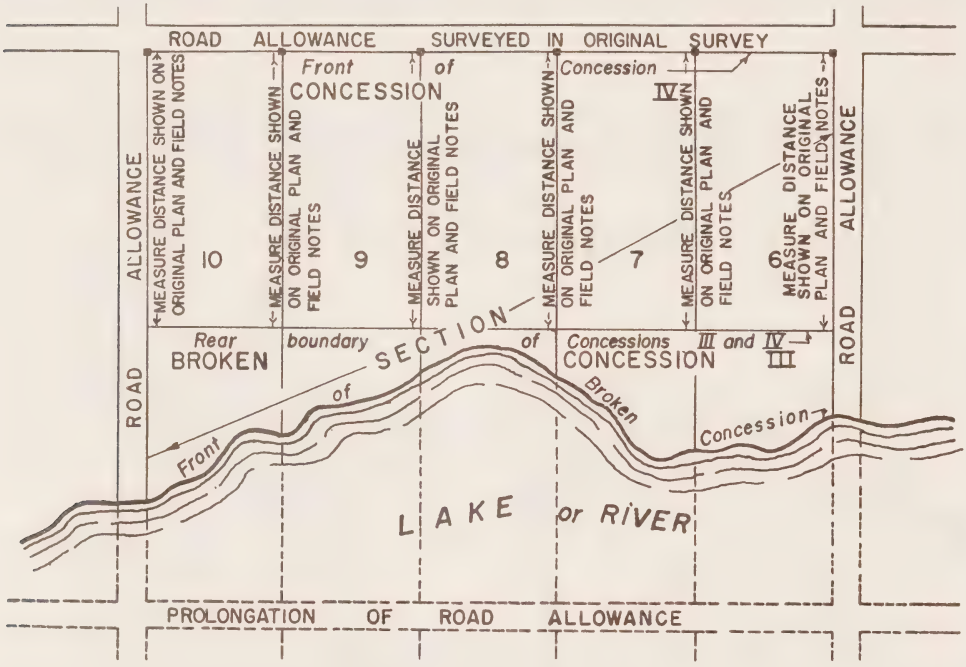
R.R.O. 1970, Reg. 808, Meth. 97.

METHOD 98

1. Section 33, paragraph 4, to establish the rear boundary of a concession in a sectional township with double fronts where one of the concessions in a section is wholly broken by a lake or river on its front.

2. Establish the rear boundary of the concessions by measuring the distance shown on the original plan and field notes along the side lines of the lots from the front of the unbroken concession.

3. SKETCH



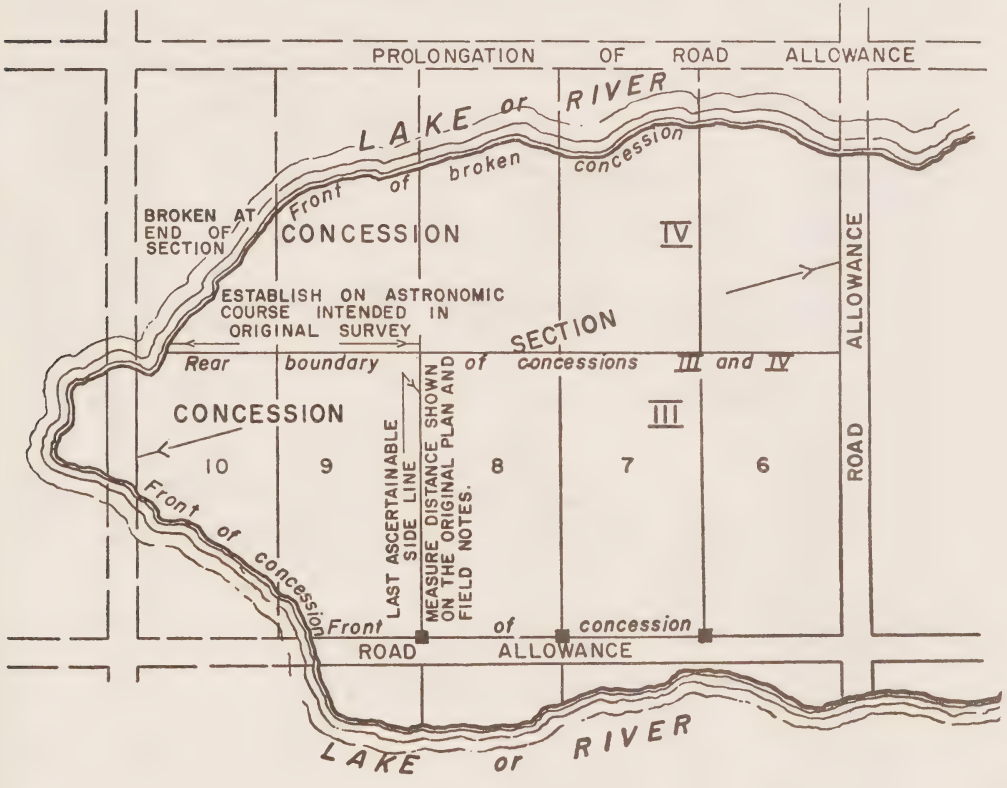

R.R.O. 1970, Reg. 808, Meth. 98.

METHOD 99

1. Section 33, paragraph 5, to establish the rear boundary of a concession in a sectional township with double fronts where one of the concessions in a section is partly or wholly broken by a lake or river on its front and at either or both ends of the section and the other concession in the section is partly or wholly broken by a lake or river at either or both ends of the section and partly broken on its front.

2. Establish the rear boundary of the concessions on the astronomic course intended in the original survey from a point determined by measuring the distance shown on the original plan and field notes from the unbroken part of the front of such concession along the last ascertainable side line in that concession at the end of the broken front.

3. SKETCH



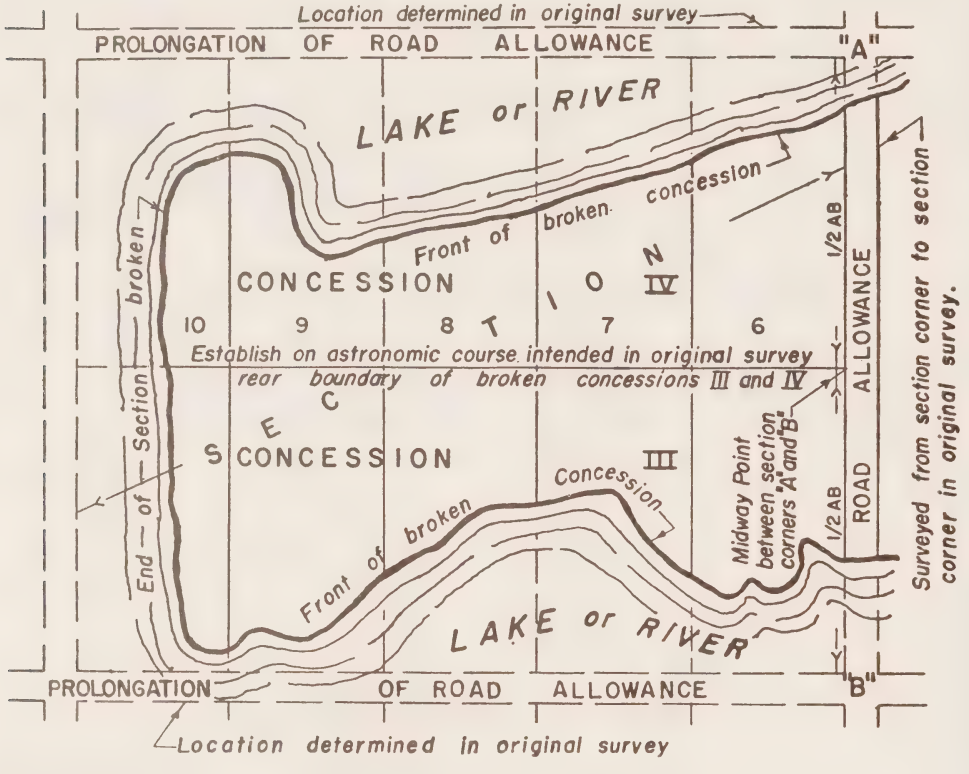

R.R.O. 1970, Reg. 808, Meth. 99.

METHOD 100

1. Section 33, paragraph 6, to establish the rear boundary of a concession in a sectional township with double fronts where both concessions in a section are wholly broken by a lake or river on their fronts and no posts were planted in the original survey to establish the rear boundary of such concessions.

2. Establish the rear boundary of such concession on the astronomic course intended in the original survey from a point established on the limit of the section nearest to the end from which the lots are numbered midway between the section corners as established in the original survey.

3. SKETCH




R.R.O. 1970, Reg. 808, Meth. 100.

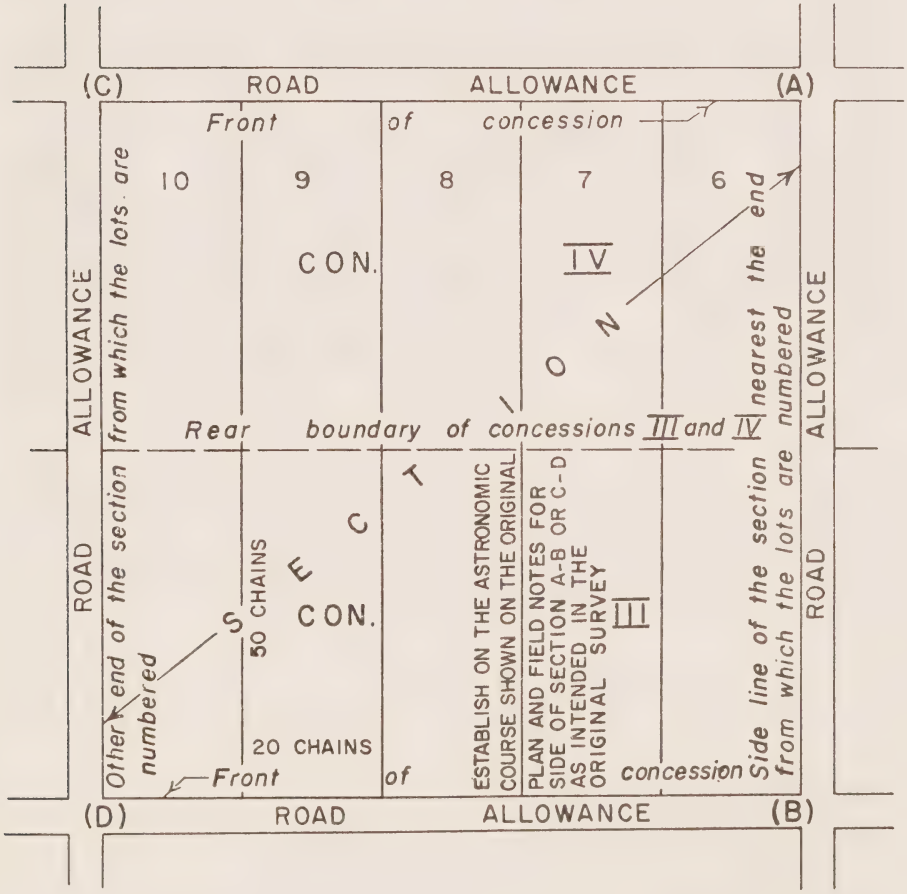
METHOD 101

1. Section 34, paragraph 1, to establish in a concession in a sectional township with double fronts a side line of a lot that was not surveyed in the original survey where any such township, other than the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, was surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane.

2. Establish the side line on the astronomic course shown on the original plan and field notes for the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered or, if intended in the original survey, establish the side line on the astronomic course shown on the original plan and field notes for the side line at the other end of the section in which the lot is located.

3. (i) SKETCH

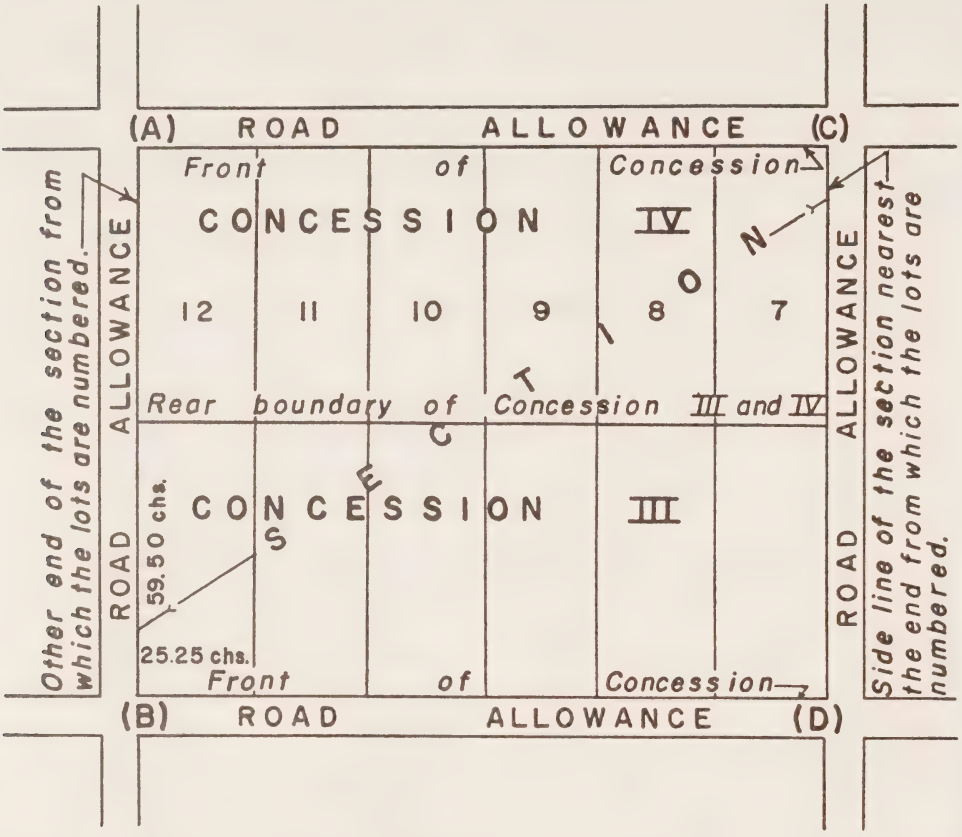
1,000-acre Sectional System




Establish any side line on the astronomic course shown on the original plan and field notes either for the side line of the section A-B or C-D as intended in the original survey.

(ii) SKETCH

1,800-ACRE SECTIONAL SYSTEM




Establish any side line on the astronomic course shown on the original plan and field notes either for the side line of the section A-B or C-D as intended in the original survey.

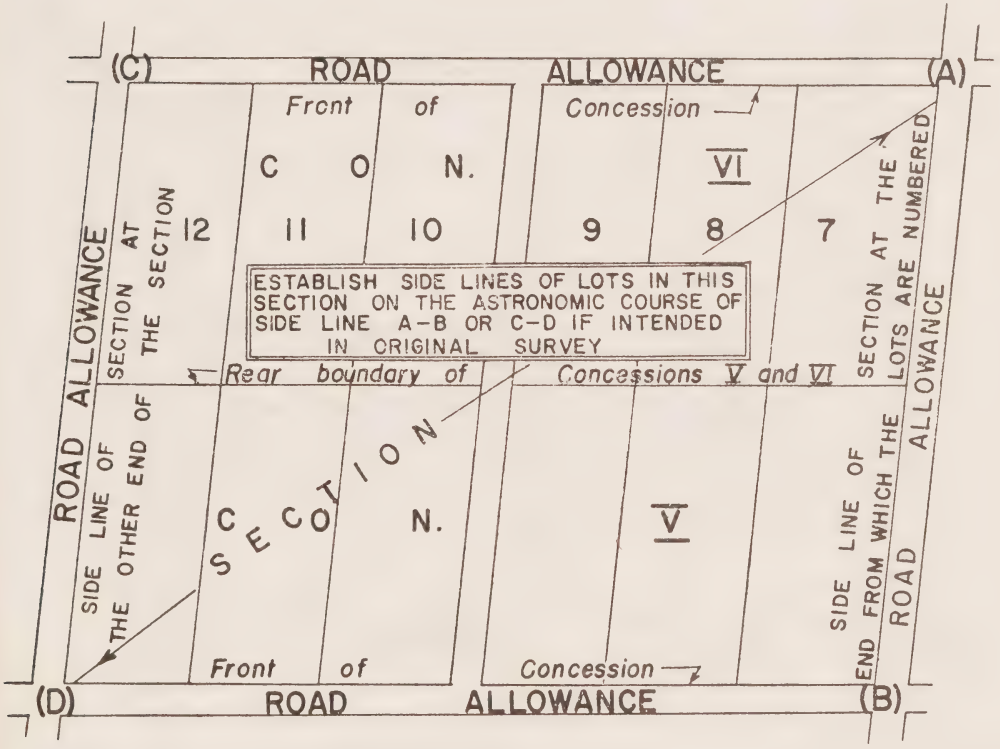
R.R.O. 1970, Reg. 808, Meth. 101; O. Reg. 200/79, s. 1 (3).

METHOD 102

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side lines of the section in which the lot is located are not broken by a lake or river.

2. If intended in the original survey, establish the side line on the astronomic course of the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered or, if intended in the original survey, on the astronomic course of the side line of the section in which the lot is located at the other end of the section.

3. SKETCH



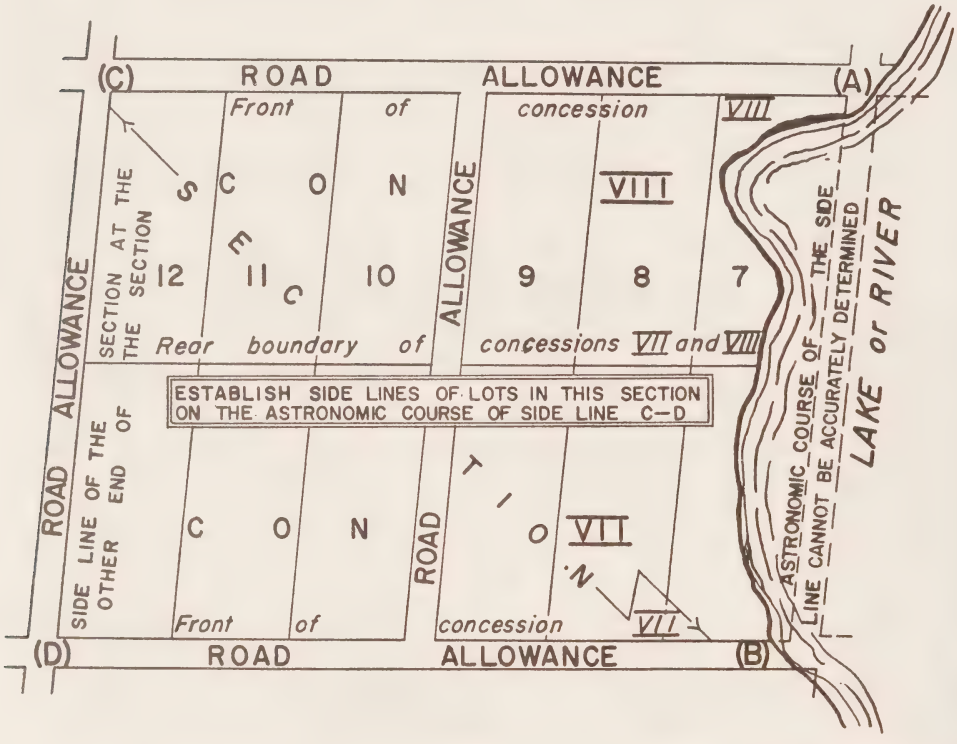

R.R.O. 1970, Reg. 808, Meth. 102; O. Reg. 200/79, s. 1 (4).

METHOD 103

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side line of the section in which the lot is located at the end of the section from which the lots are numbered is broken by a lake or river to such an extent that the course of the side line cannot accurately be determined.

2. Establish the side line of the lot on the astronomic course of the side line of the section in which the lot is located at the other end of the section if so intended in the original survey.

3. SKETCH



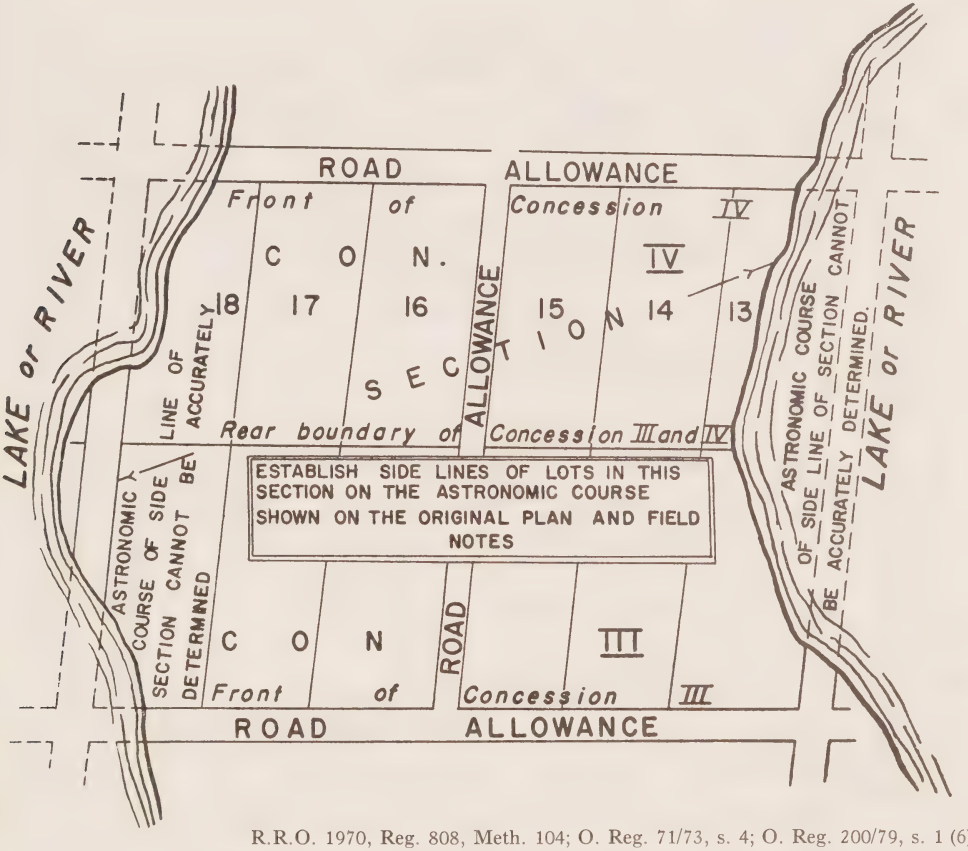

R.R.O. 1970, Reg. 808, Meth. 103; O. Reg. 200/79, s. 1 (5).

METHOD 104

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side lines of the section in which the lot is located and both ends of the section are broken by a lake or river to such an extent that the course of the side lines cannot be accurately determined.

2. Establish the side line of the lot on the astronomic course shown on the original plan and field notes if so intended in the original survey.

3. SKETCH



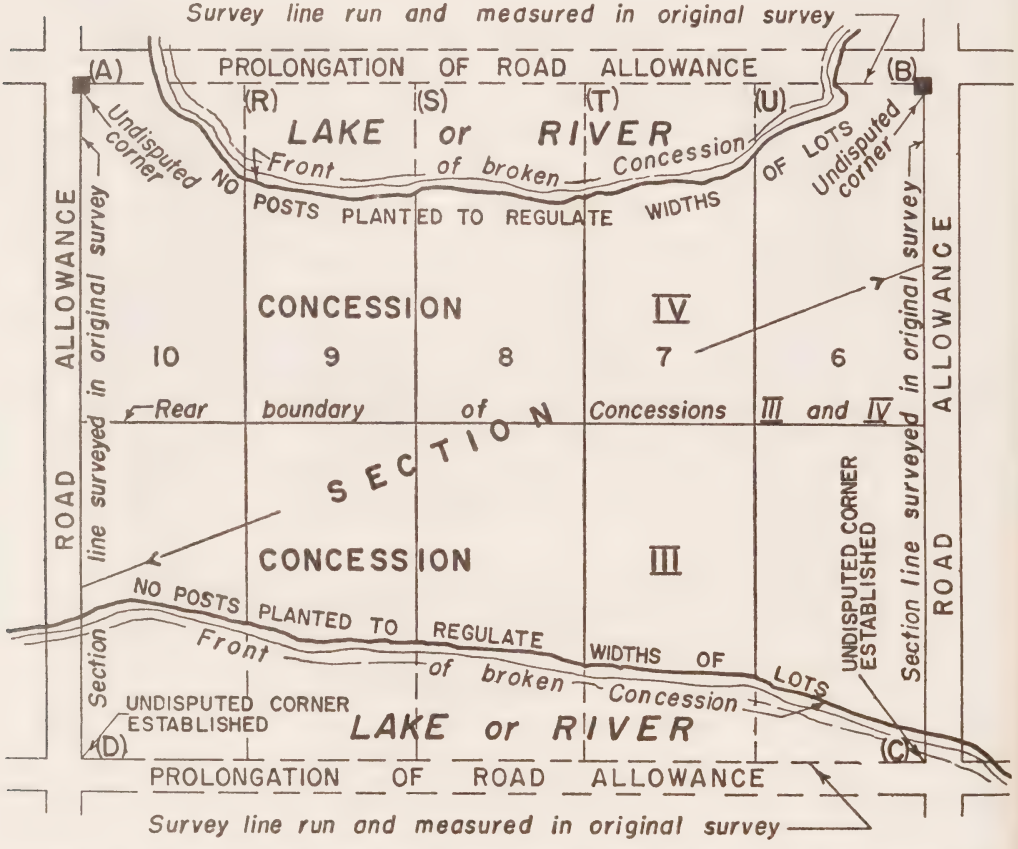

R.R.O. 1970, Reg. 808, Meth. 104; O. Reg. 71/73, s. 4; O. Reg. 200/79, s. 1 (6).

METHOD 105

1. Section 34, paragraph 3, to establish in a concession in a section the side line of a broken lot in a sectional township with double fronts that was surveyed in the original survey where the fronts of either or both the concessions in the section are partly or wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths in front of the broken lots and the original plan and field notes show that a survey line was run across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from points on the section boundary established in the original survey fronting each concession determined by dividing proportionately as intended in the original survey the distance between the two nearest undisputed lot corners in the section, one being on either side of the side line of the broken lot to be established.

3. SKETCH




Establish lot lines in concession IV from points R-S-T-U determined by dividing the distance between undisputed corners A and B proportionately as intended in the original survey.

Established lot lines in concession III by proportional division between established corners D and C as intended in the original survey.

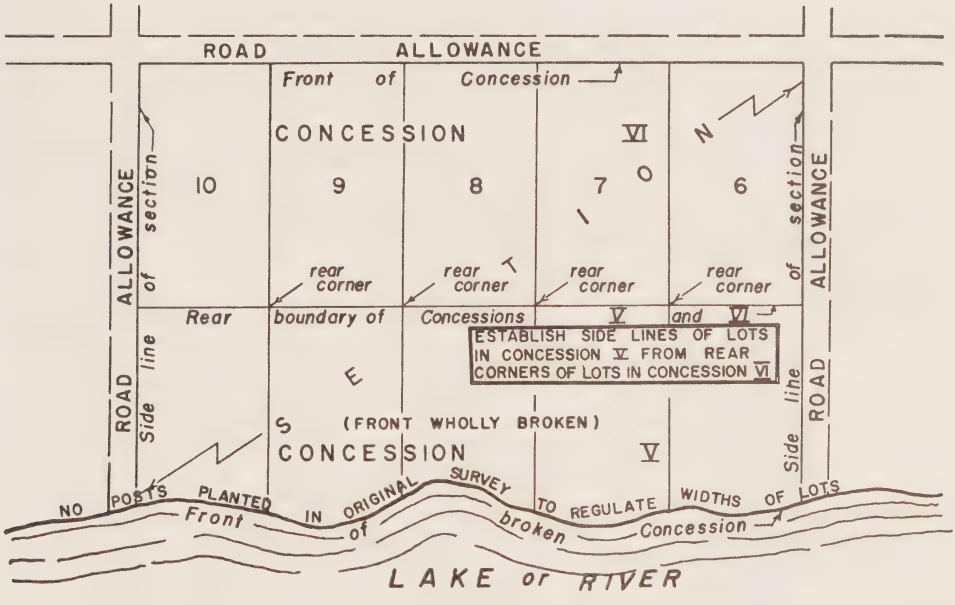
R.R.O. 1970, Reg. 808, Meth. 105.

METHOD 106

1. Section 34, paragraph 4, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is wholly broken by a lake or river on its front and no posts were planted on the bank of the lake or river to regulate the widths of the broken lots in front and no survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of the broken lots in such concession from the rear corners of the lots in the concession to the rear thereof.

3. SKETCH



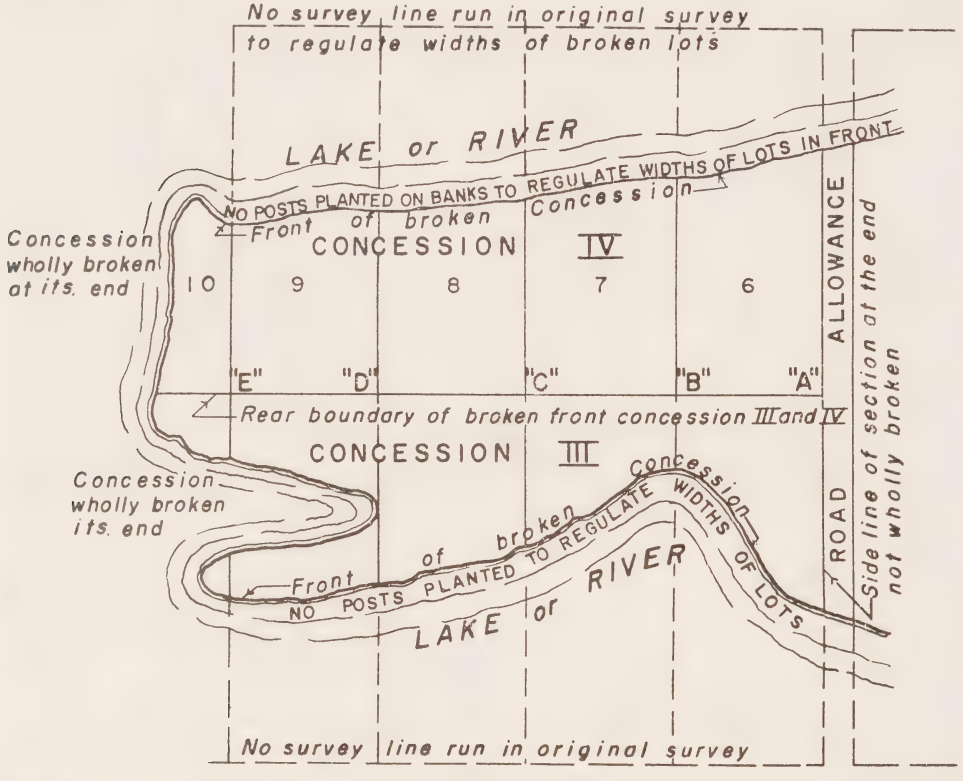

R.R.O. 1970, Reg. 808, Meth. 106.

METHOD 107

1. Section 34, paragraph 5, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where both concessions in a section are wholly broken on their fronts and wholly broken at one end by a lake or river and no posts were planted in the original survey on the banks of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concessions in the section determined by measuring along the rear concession line the distance intended in the original survey from the section limit at the end of the section that is not wholly broken.

3. SKETCH




Establish side lines of broken lots from points B-C-D-E on rear boundary determined by measuring distance intended in the original survey from section limit at point A.

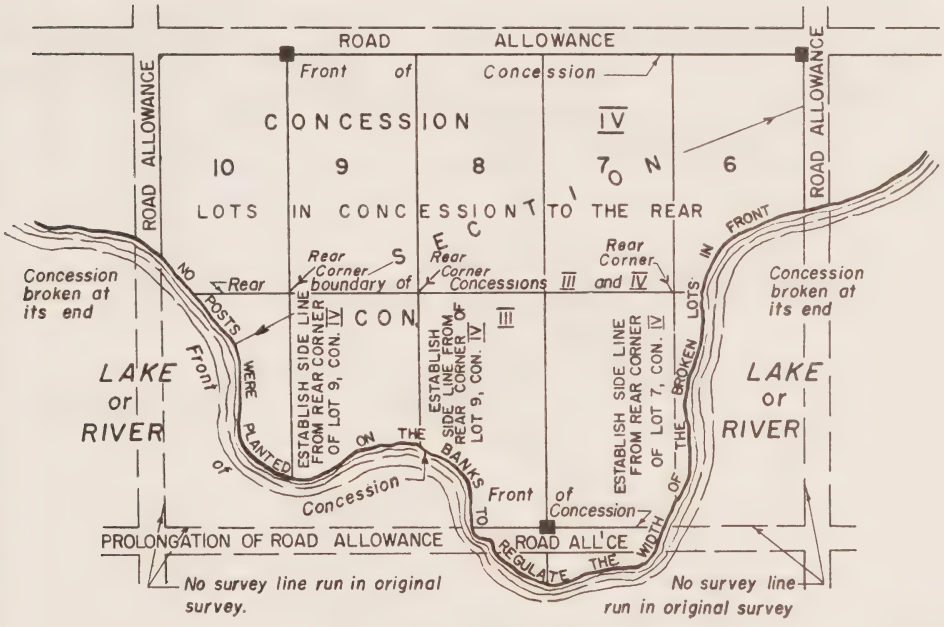
R.R.O. 1970, Reg. 808, Meth. 107.

METHOD 108

1. Section 34, paragraph 6, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is broken at either end but not wholly broken on its front by a lake or river and no posts were planted in the original survey on the banks of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from the rear corners of the lots of the concession to the rear of the concession in which such broken lots are located.

3. SKETCH



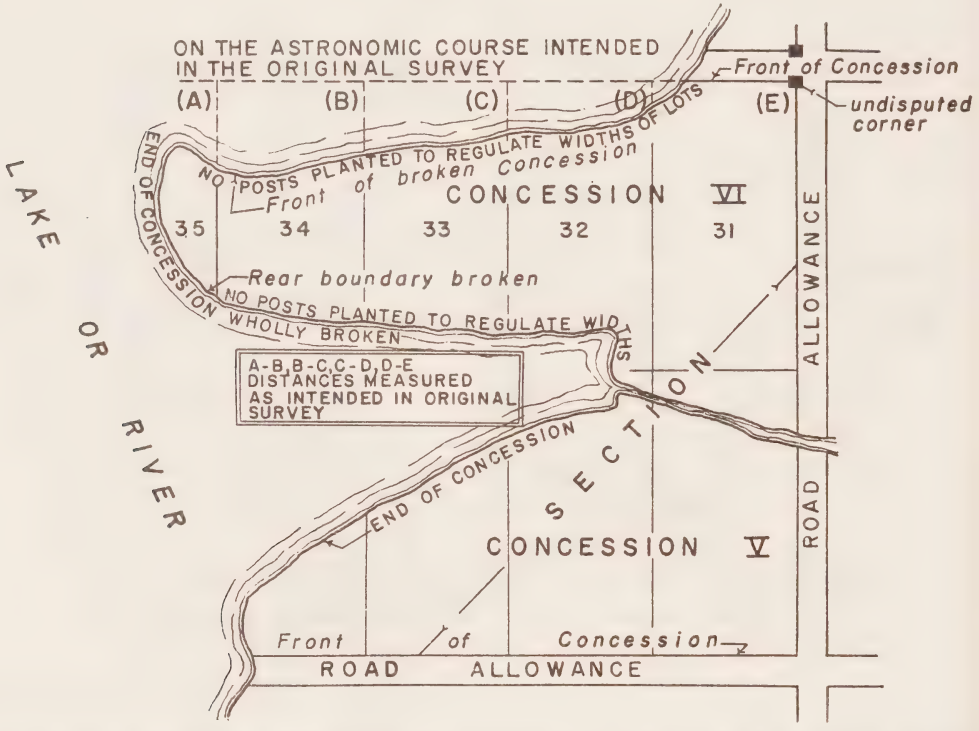

R.R.O. 1970, Reg. 808, Meth. 108.

METHOD 109

1. Section 34, paragraph 7, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is broken at its end and also on its front and rear boundaries by a lake or river and no posts were planted on the banks of the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from points determined by measuring the distance intended in the original survey from the nearest undisputed corner on the front of the concession along the astronomic course intended in the original survey for the front of the concession.

3. SKETCH




Establish side lines of broken lots in concession VI from points A, B, C, D determined by measuring distance intended in the original survey from undisputed corner E along astronomic course of front line of concession A-E as intended in the original survey.

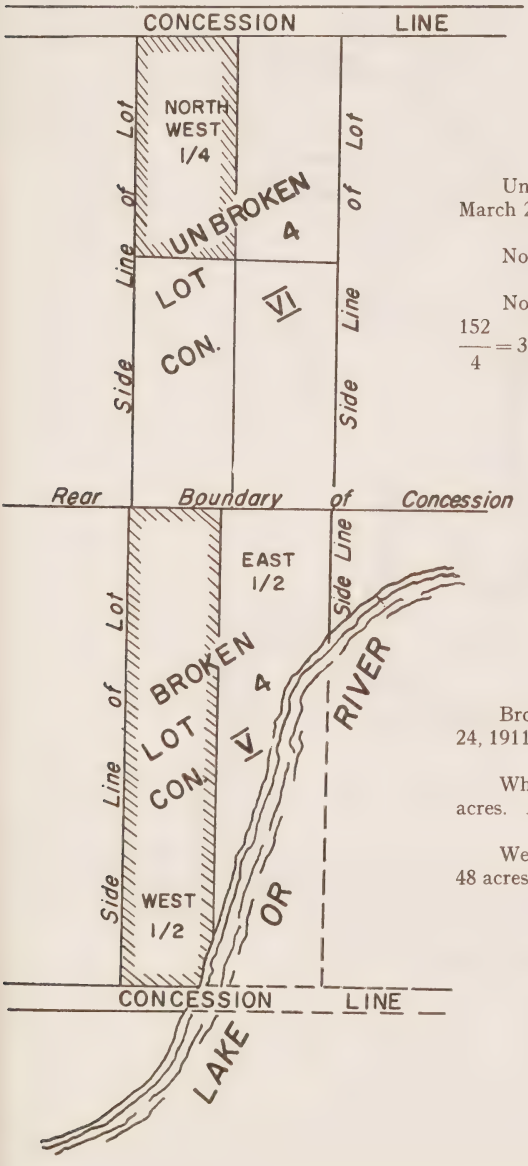
R.R.O. 1970, Reg. 808, Meth. 109.

METHOD 110

1. Section 35, subsection 1, to define the aliquot part of any lot in a sectional township with double fronts if the lot or any part of the lot was patented before March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area of the aliquot part expressed in any grant or other instrument intended to describe the part.

3. SKETCH




Unbroken lot 4, concession VI, patented before March 24, 1911. Area by survey, 152 acres.

North west ¼ described in grant as 37.5 acres.

North west ¼ shall be determined by survey as $\frac{152}{4} = 38$ acres.

Broken lot 4, concession V, patented before March 24, 1911.

Whole lot described in grant as having area of 90 acres. Area of lot by survey, 96 acres.

West ½ of lot shall be determined by survey as 48 acres.

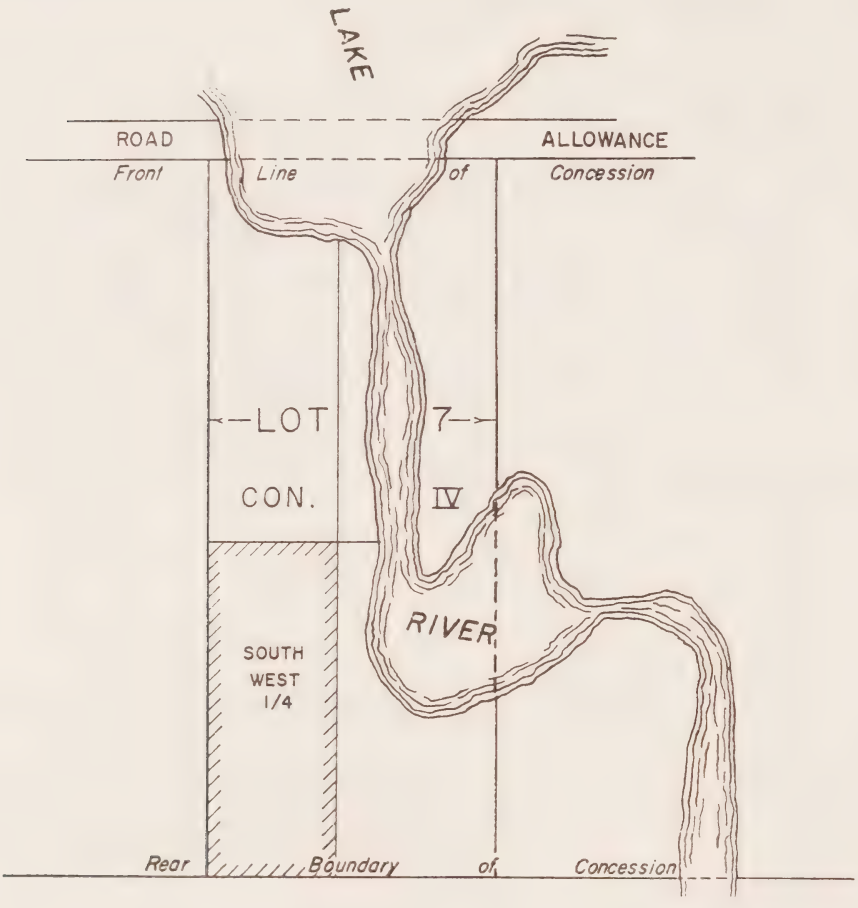
R.R.O. 1970, Reg. 808, Meth. 110.

METHOD 111

1. Section 35, subsection 2, to define any aliquot part of a broken lot in a sectional township with double fronts where the whole or any part of the broken lot was patented on or after the 24th day of March, 1911.

2. Any aliquot part of such broken lot is the aliquot part of the area of the lot whether the area of the aliquot part so determined by survey is more or less than the area expressed in any grant or other instrument intended to describe the part.

3. SKETCH




NOTE: Broken Lot 7, Concession IV, patented on or after March 24, 1911.

Total area of lot by survey, 72 acres.
Area of lot described in grant, 80 acres.

South west ¼ of lot shall be determined as $\frac{72}{4} = 18$ acres.

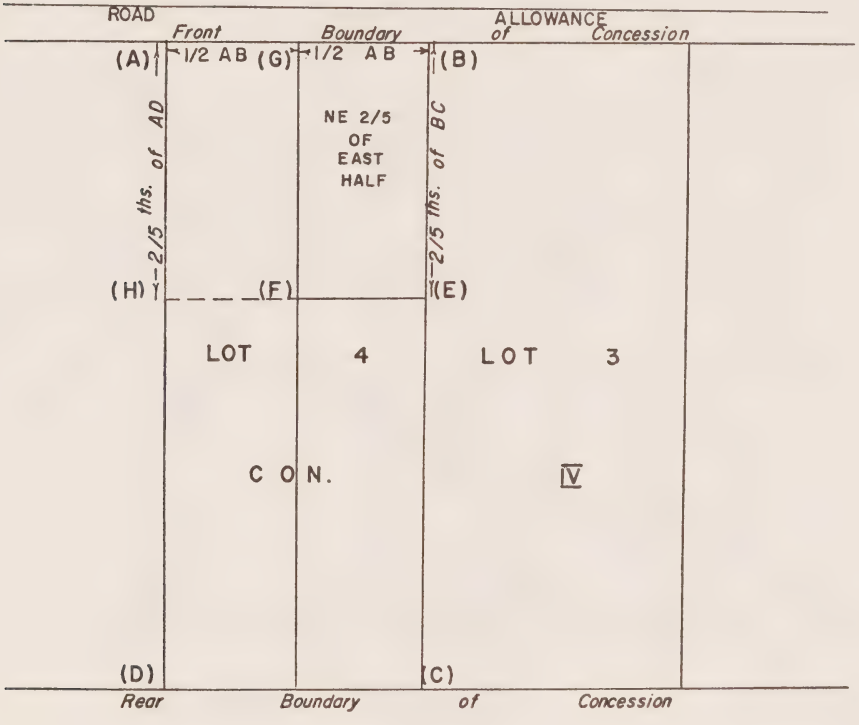
R.R.O. 1970, Reg. 808, Meth. 111.

METHOD 112

1. Section 35, subsection 3, to define any aliquot part of any unbroken lot in a sectional township with double fronts where the whole or any part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the frontage or depth of the lot whether the area of the aliquot part so determined by survey is more or less than the area expressed in any grant or other instrument intended to describe the part.

3. SKETCH




NOTE: North east 2/5 of east half of unbroken Lot 4, Concession IV, patented on or after March 24, 1911.

Determine aliquot part by survey as follows:

Divide frontage of Lot A-B into two equal parts. Survey line G-F on same astronomic course as side line B-C or A-D not surveyed in the original survey. Divide depth on both side lines of lot so B-E equals 2/5 of B-C and A-H is 2/5 of A-D. Join H-E.

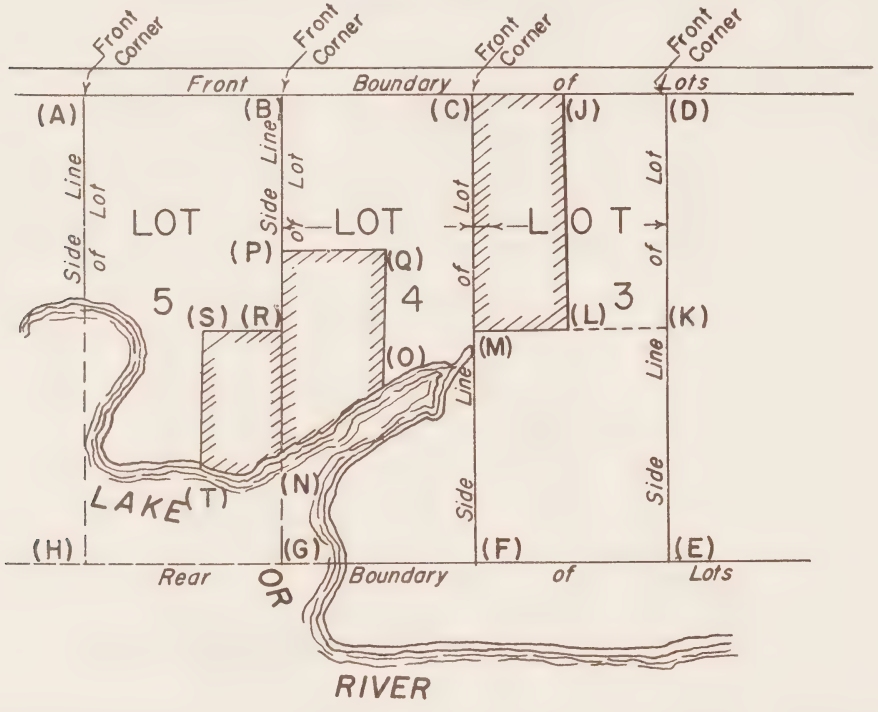
R.R.O. 1970, Reg. 808, Meth. 112.

METHOD 113

1. Section 35, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, or the aliquot part of any broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with double fronts if the lot is unbroken by a lake or river on its front at either end and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the front corners of the lot, as the case may be.

3. SKETCH




NOTE

Unbroken Lot 3 patented before March 24, 1911, and no aliquot part of which was surveyed before July 1, 1944. Boundaries of aliquot part C-J-L-M to be surveyed as follows:

J-L on the same astronomic course as a side line of a lot not surveyed in the original survey.
L-M parallel to a straight line joining the front corners C and D of lot.

In broken Lot 4, aliquot part P-Q-O-N was patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries to be surveyed as follows:

Q-O on the same astronomic course as side lines C-F or B-G not surveyed in the original survey.
P-Q parallel to a straight line joining the front corners B and C of the lot.

Broken Lot 5 patented on or after March 24, 1911, and no aliquot part was surveyed before July 1, 1944. Boundaries of aliquot part R-S-T-N to be surveyed as follows:

S-T on the same astronomic course as side lines A-H or B-G not surveyed in the original survey.
S-R parallel to a straight line joining the front corners A and B of the lot.

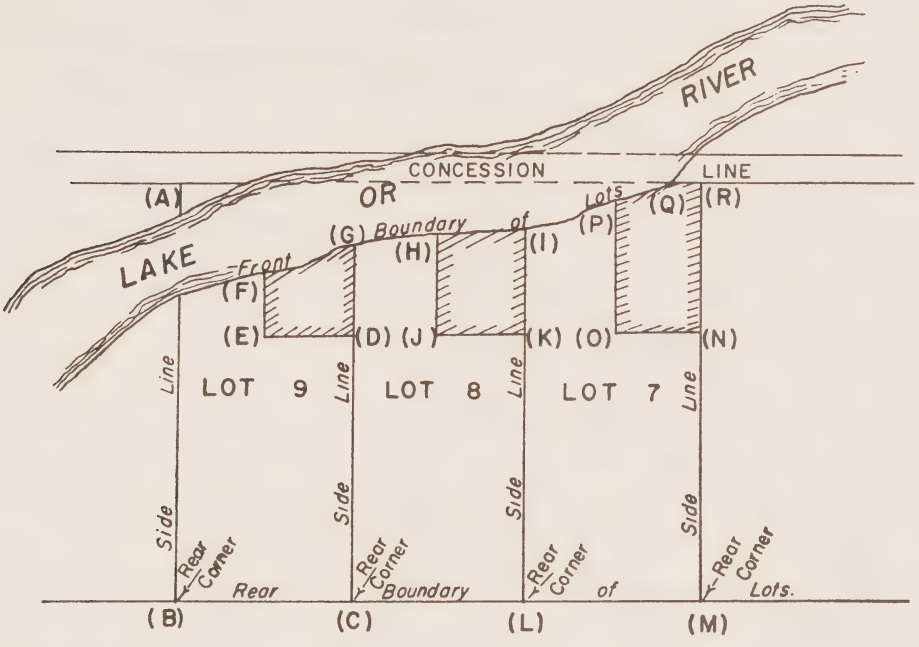
R.R.O. 1970, Reg. 808, Meth. 113.

METHOD 114

1. Section 35, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with double fronts if the rear boundary of the lot is unbroken at either of its ends and the front boundary is broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3. SKETCH




NOTE

Lot 7 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part O-P-Q-R-N to be surveyed as follows:

O-P on the same astronomic course as side line R-M or I-L not surveyed in the original survey.
N-O parallel to a straight line joining the rear corners L and M of the lot.

Lot 9 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part D-E-F-G to be surveyed as follows:

E-F on the same astronomic course as side line A-B or G-C not surveyed in the original survey.
E-D parallel to a straight line joining the rear corners B and C of the lot.

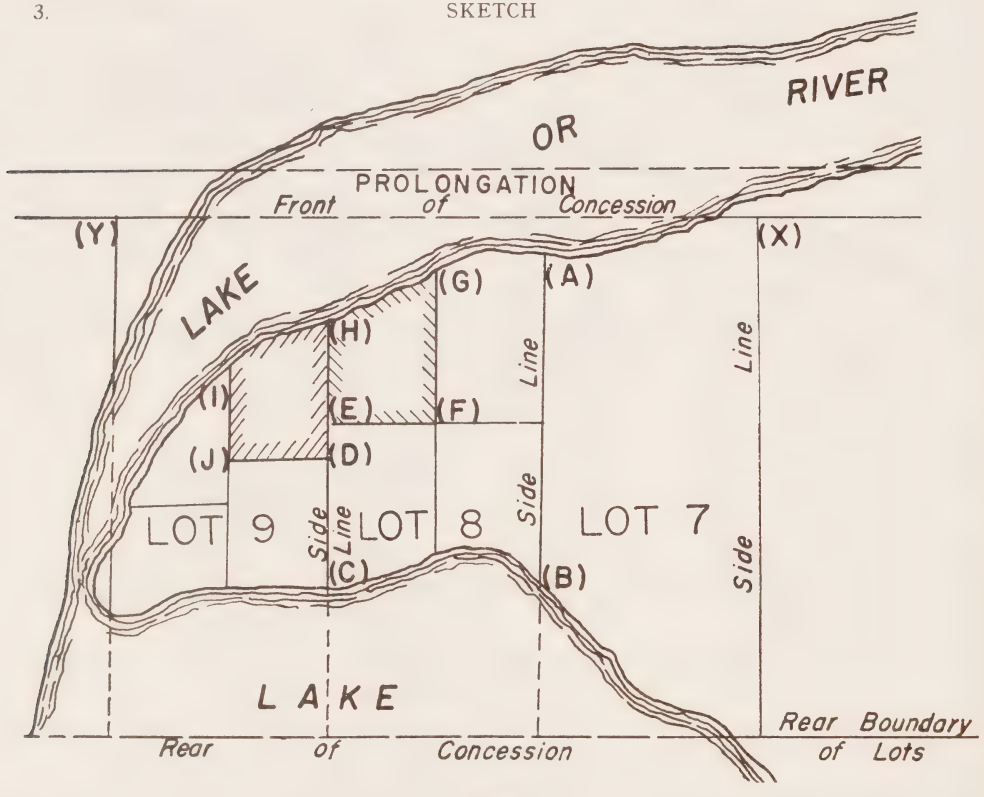
R.R.O. 1970, Reg. 808, Meth. 114.

METHOD 115

1. Section 35, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with double fronts if both the front and rear boundaries of the lot are broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front boundary of the concession as shown on the original plan and field notes, as the case may be, but, if the course is not shown on the original plan and field notes of such boundary, on the astronomic course intended for the front boundary of the concession in the section in which the lot is located.

3. SKETCH




NOTE

In broken Lot 8 an aliquot part was patented before March 24, 1911, but not surveyed before July 1, 1944. Boundaries of aliquot part H-E-F-G to be surveyed as follows:

G-F on the same astronomic course as side line H-C or A-B not surveyed in the original survey.

E-F on the same astronomic course as the front of the concession X-Y as shown on the original plan and field notes or, if not shown, then as intended in the original survey.

Broken Lot 9 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part I-J-D-H to be surveyed as follows:

I-J on the same astronomic course as side line H-C or A-B not surveyed in the original survey.

J-D on the same astronomic course as the front of the concession X-Y as shown on the original plan and field notes or, if not shown, then as intended in the original survey.

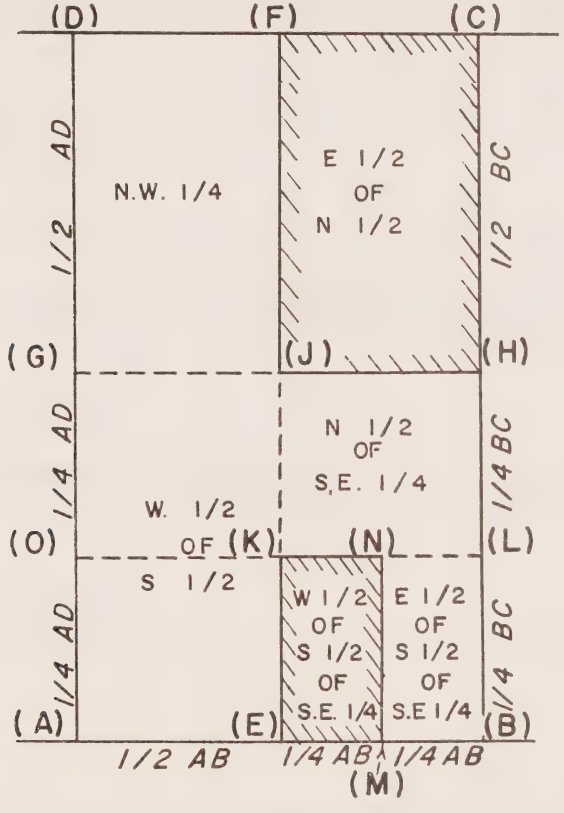
R.R.O. 1970, Reg. 808, Meth. 115.

METHOD 116

1. Section 35, subsection 5, to survey the boundaries of an aliquot part of any unbroken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with double fronts.

2. Survey the unsurveyed boundaries on the same astronomic course of a side line not surveyed in the original survey from points on the front boundary of the lot determined by dividing the measurement between the front corners equally or by joining with straight lines points on the side lines of the lots determined by dividing the measurement between the front and rear corners of the lot equally without regard to the manner in which the aliquot part is described in any grant or other instrument.

3. SKETCH




NOTE

All aliquot divisions of width shall be surveyed along the front of a lot.
All aliquot divisions of depth shall be surveyed along both side lines of a lot.

EXAMPLES

The boundaries of the north east ¼ of the lot or the east ½ of the north ½ shall be surveyed as follows:

F-J on the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division points E on the front of the lot.

J-H on a straight line joining the equal division points H and G on the side lines of the lot.

The boundaries of the west ½ of the south ½ of the south east ¼ of the lot shall be surveyed as follows:

E-K and N-M on the same astronomic course of a side line of a lot not surveyed in the original survey from equal division points E and M, respectively, on the front of the lot.

K-N on a straight line joining the equal division points L and O on the side lines of the lot.

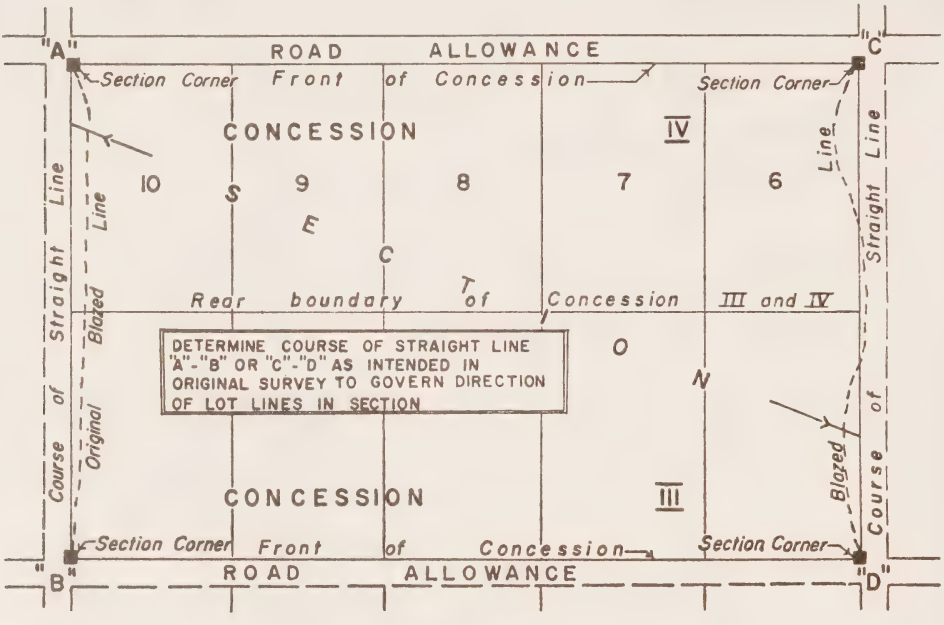
R.R.O. 1970, Reg. 808, Meth. 116.

METHOD 117

1. Section 36, to establish the course of a boundary line of a section in a sectional township with double fronts for the purpose of surveying a side line of a lot.

2. Determine the course of the straight line joining the section corners along the boundary intended to govern the direction of the lot lines in the original survey.

3. SKETCH




R.R.O. 1970, Reg. 808, Meth. 117.

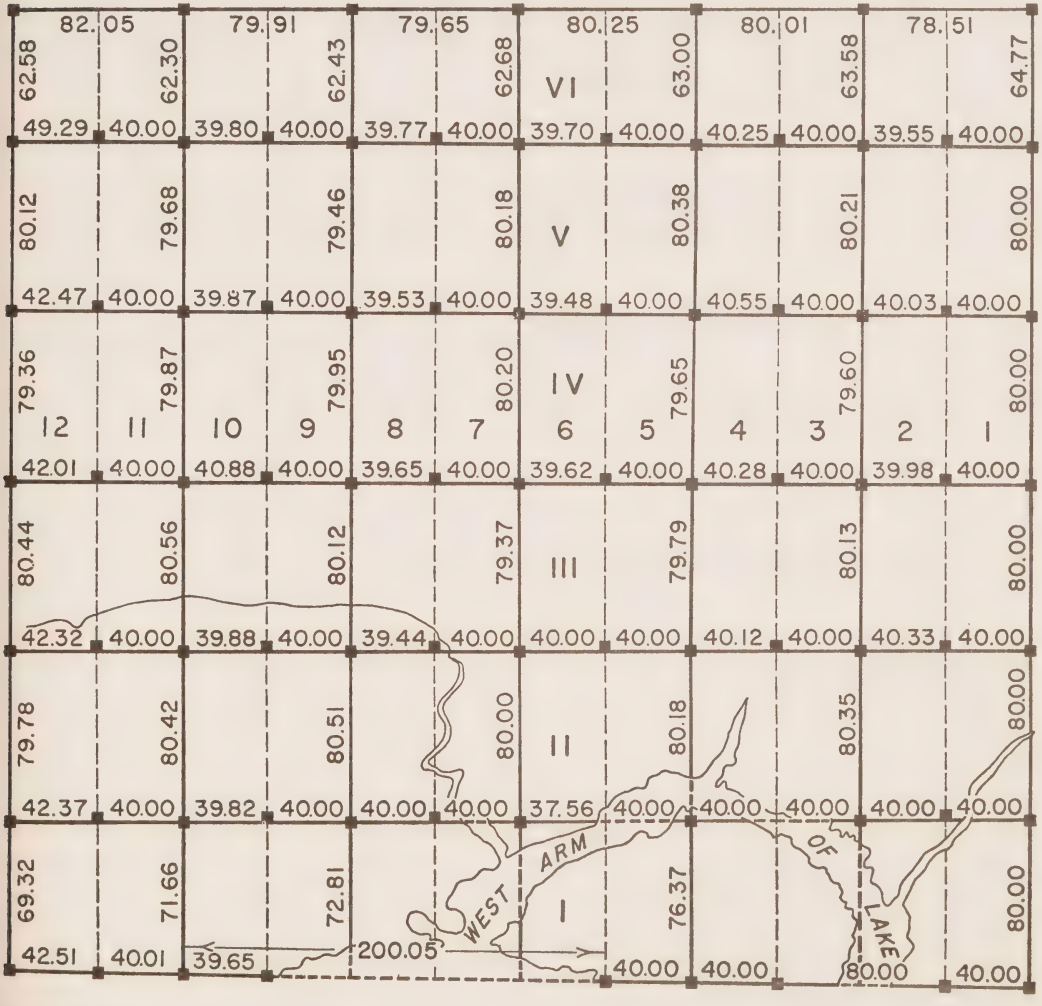
PART VI

SECTIONAL TOWNSHIPS WITH SINGLE FRONTS

METHOD 118

1. Section 37, subsection 1, a "sectional township with single fronts" means a township divided into sections and lots where the usual practice in the original survey was to survey the township boundaries, concession lines and side lines of the sections and establish the front corners of the lots and the section corners.

2. SKETCH




Heavy lines (—) indicate lines surveyed.
Squares (■) show section and lot corners established but not always posted.

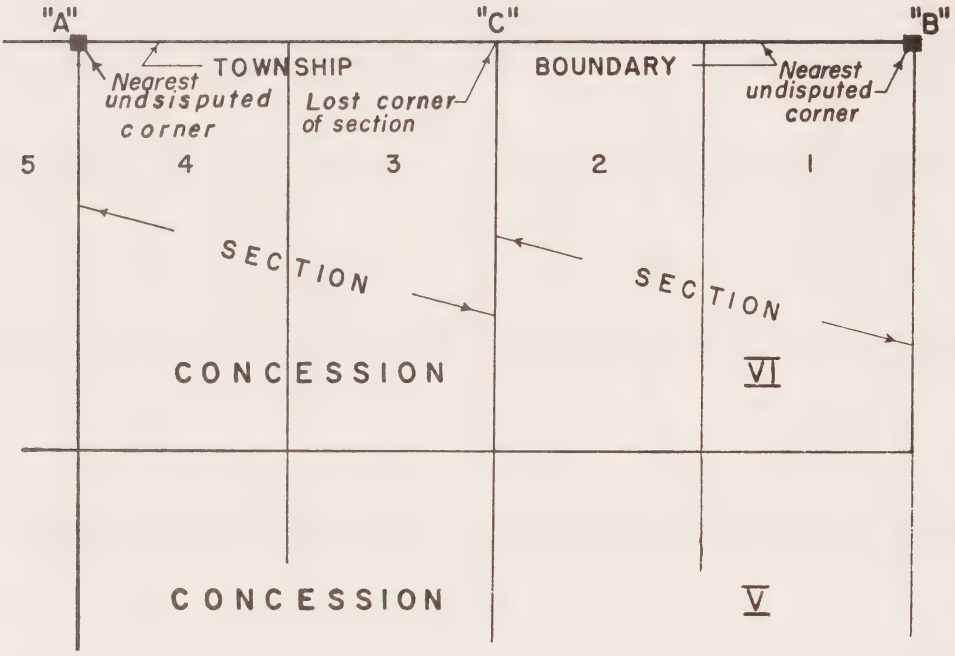
R.R.O. 1970, Reg. 808, Meth. 118.

METHOD 119

1. Section 37, subsection 2, paragraph 2, to re-establish a lost section corner on a township boundary in a sectional township with single fronts where no evidence of the lost corner exists.

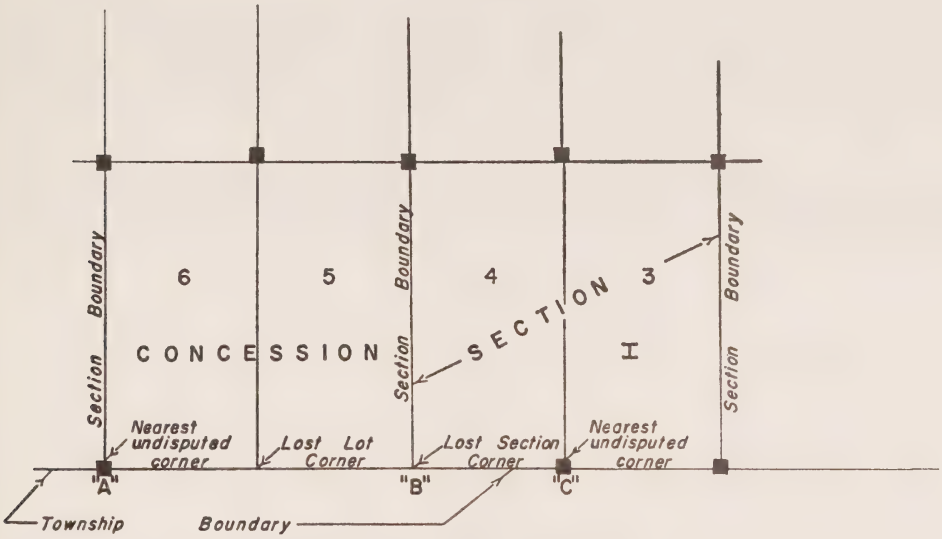
2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance between the undisputed corners proportionately as intended in the original survey.

3. (i) SKETCH




Determine distance between corners A-B and divide proportionately as intended in the original survey to re-establish lost section corner C.

(ii) SKETCH




To re-establish lost section corner B, determine distance between undisputed corners A and C and divide proportionately as intended in the original survey.

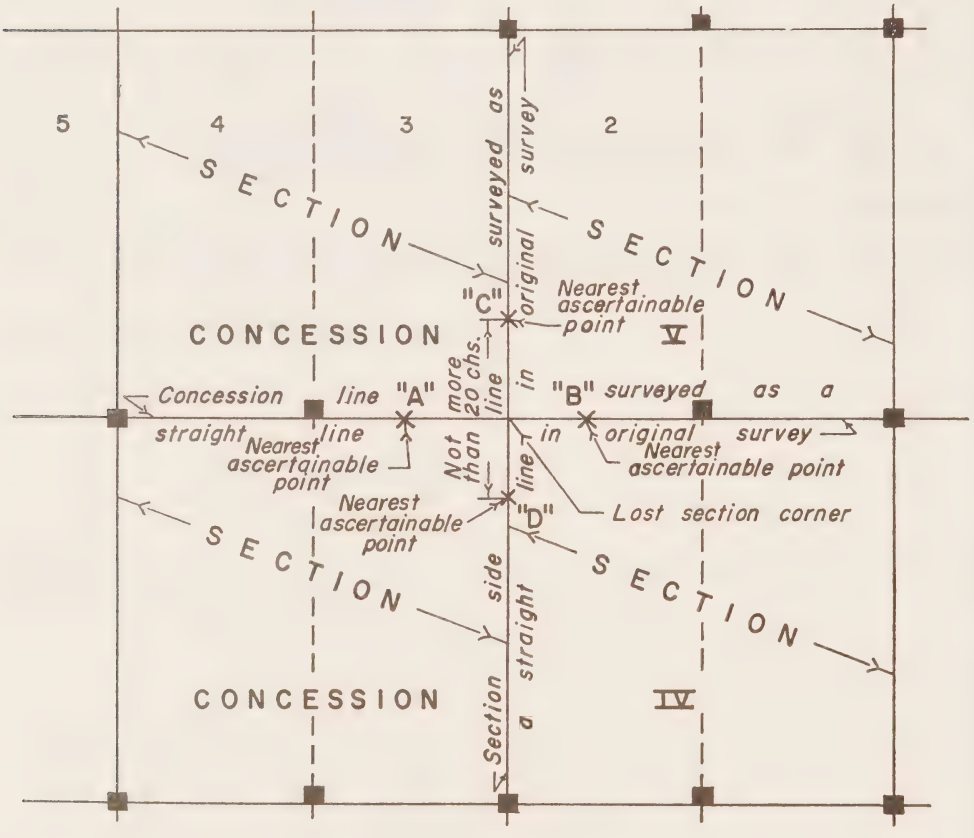
R.R.O. 1970, Reg. 808, Meth. 119.

METHOD 120

1. Section 37, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjoining sections on the opposite sides of the concession line are shown as being a straight line on the original plan and field notes and the nearest ascertainable points on the side lines, one being on either side of the lost section corner, are not more than 400 metres apart and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the nearest ascertainable points on the side line and re-establish the lost corner at the intersection of the line with a straight line joining the two nearest ascertainable points on the concession line, one being on either side of the lost corner.

3. SKETCH




Re-establish lost section corner at the intersection of straight lines joining A-B and C-D respectively.

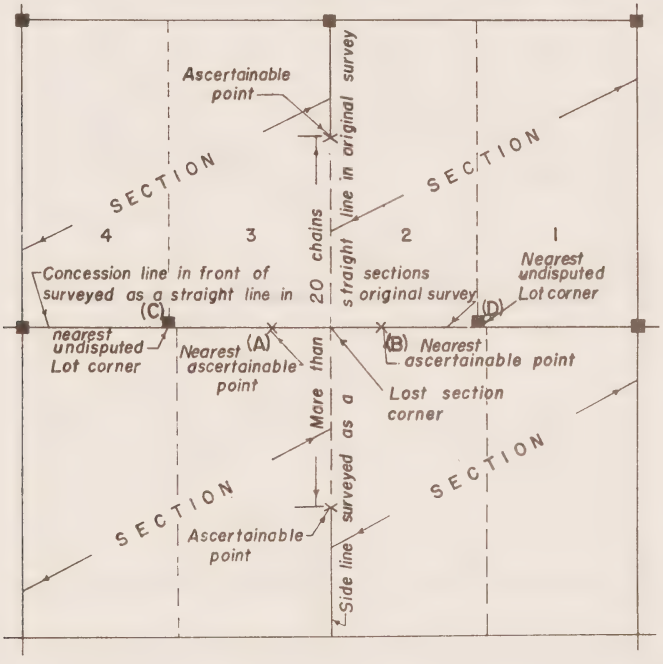
R.R.O. 1970, Reg. 808, Meth. 120; O. Reg. 200/79, s. 2 (1).

METHOD 121

1. Section 37, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with single fronts if the concession line in the front of the adjoining sections on either side of the lost section corner is shown as a straight line on the original plan and field notes and the side lines between such sections and the adjoining sections on the opposite side of the concession line are shown as a straight line on the original plan and field notes and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are more than 400 metres apart and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing proportionately the distance between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, as intended in the original survey.

3. SKETCH




Establish lost section corner on straight line A and B by dividing distance C-D between undisputed lot corners proportionately as intended in the original survey.

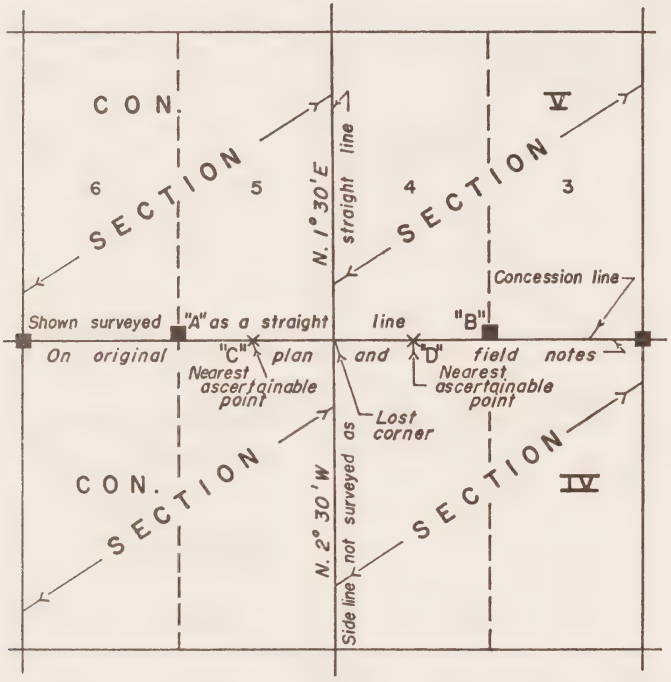
R.R.O. 1970, Reg. 808, Meth. 121; O. Reg. 200/79, s. 2 (2).

METHOD 122

1. Section 37, subsection 2, paragraph 4, to re-establish the lost corner of a section in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between the sections and the adjoining sections on the opposite side of the concession are shown as not in a straight line in the original plan and field notes and no evidence of the original corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, as intended in the original survey.

3. SKETCH




Measure distance A-B and divide proportionately as intended in the original survey and re-establish lost section corner on straight line C-D

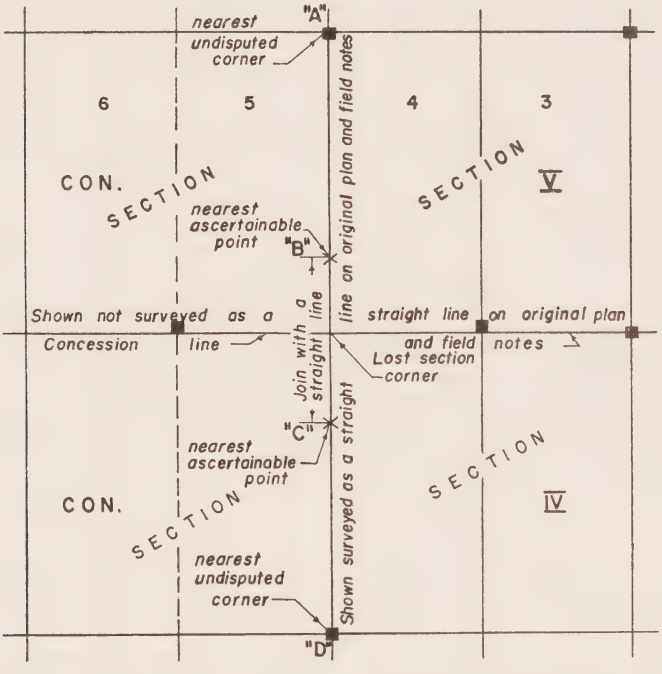
R.R.O. 1970, Reg. 808, Meth. 122.

METHOD 123

1. Section 37, subsection 2, paragraph 5, to re-establish the lost corner of a section in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown on the original plan and field notes as not on a straight line and the side lines between such sections and the adjoining sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the side lines of the sections, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately as intended in the original survey between the two nearest undisputed corners on the side lines, one being on either side of the lost corner.

3. SKETCH




Measure the distance A-D and divide proportionately as intended in the original survey and re-establish lost corner on straight line C-B.

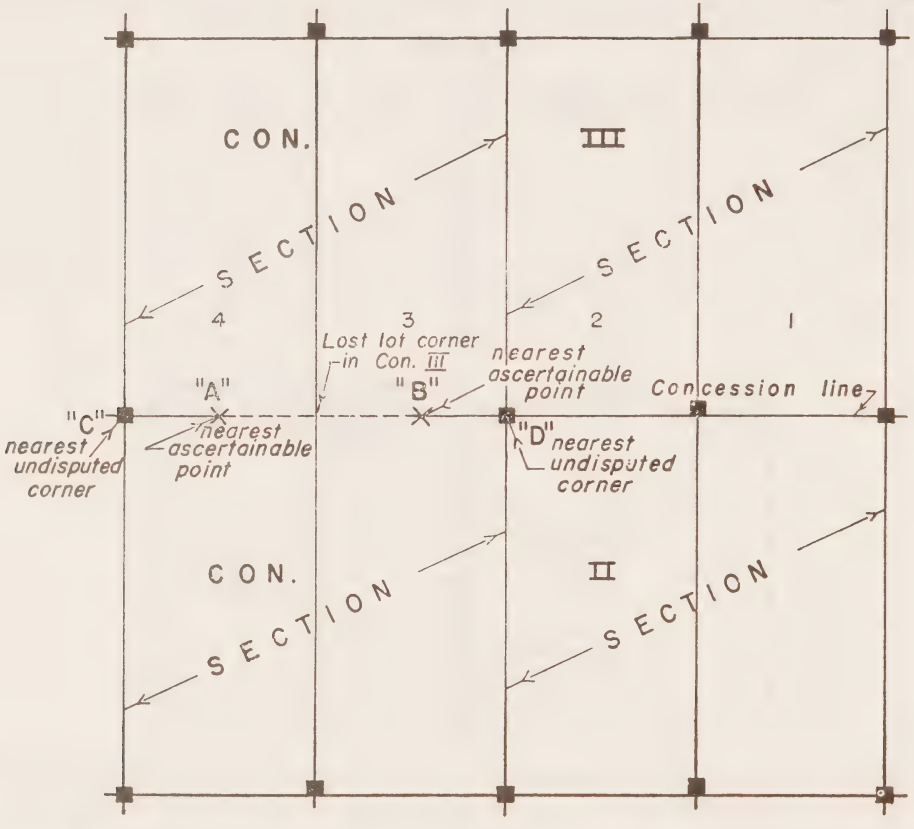
R.R.O. 1970, Reg. 808, Meth. 123.

METHOD 124

1. Section 37, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner in a sectional township with single fronts on the front line of the concession and the lost lot corner is not a section corner and no evidence of the original corner exists.

2. Join with a straight line the two nearest ascertainable points on the concession line in the section, one being on either side of the lost corner, and re-establish the lost lot corner on the straight line by dividing proportionately the distance between the two nearest undisputed corners in the section, one being on either side of the lost corner, as intended in the original survey.

3. SKETCH




Determine the distance between C-D and divide proportionately as intended in the original survey and re-establish the lost lot corner on straight line A-B.

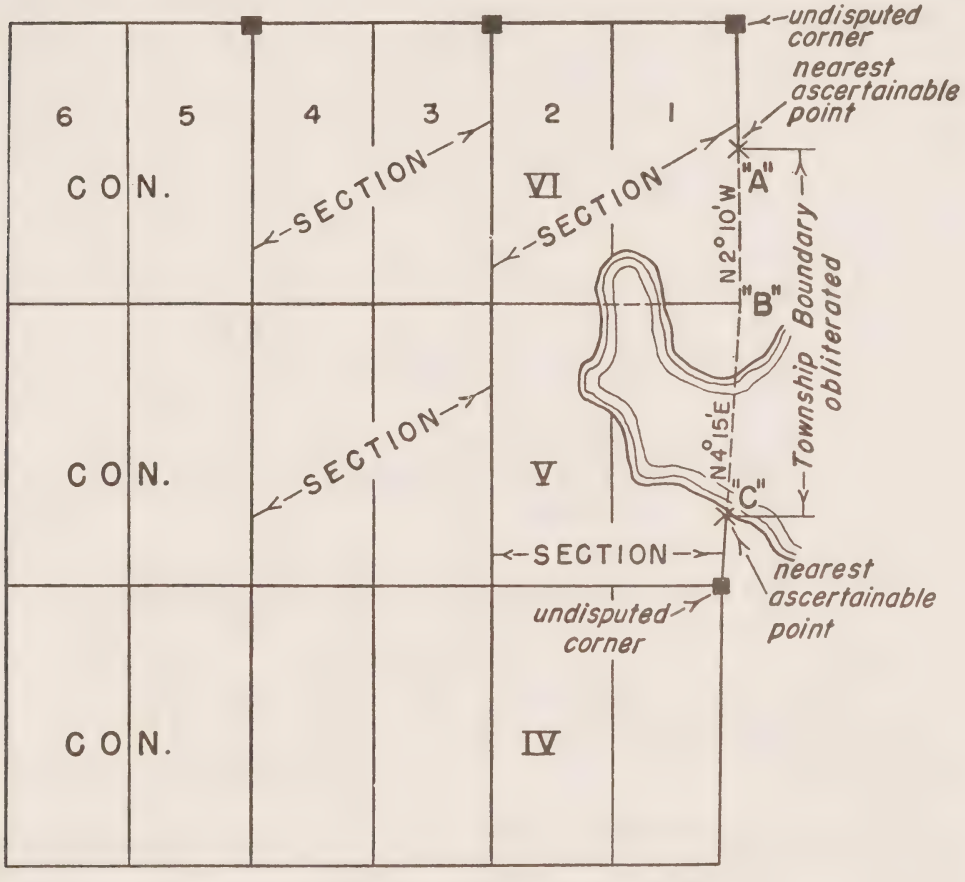
R.R.O. 1970, Reg. 808, Meth. 124.

METHOD 125

1. Section 37, subsection 2, paragraph 8, to re-establish a portion of a township boundary in a sectional township with single fronts that is obliterated and no evidence of the original boundary exists.

2. Join the nearest ascertainable points in the same manner as intended in the original survey.

3. SKETCH




Original survey shows the east boundary of Concession V a straight line and the east boundary of Concession VI also a straight line, but each on different bearings. Join points A and C in the same manner as intended in the original survey and thus re-establish point B as intended in the original survey.

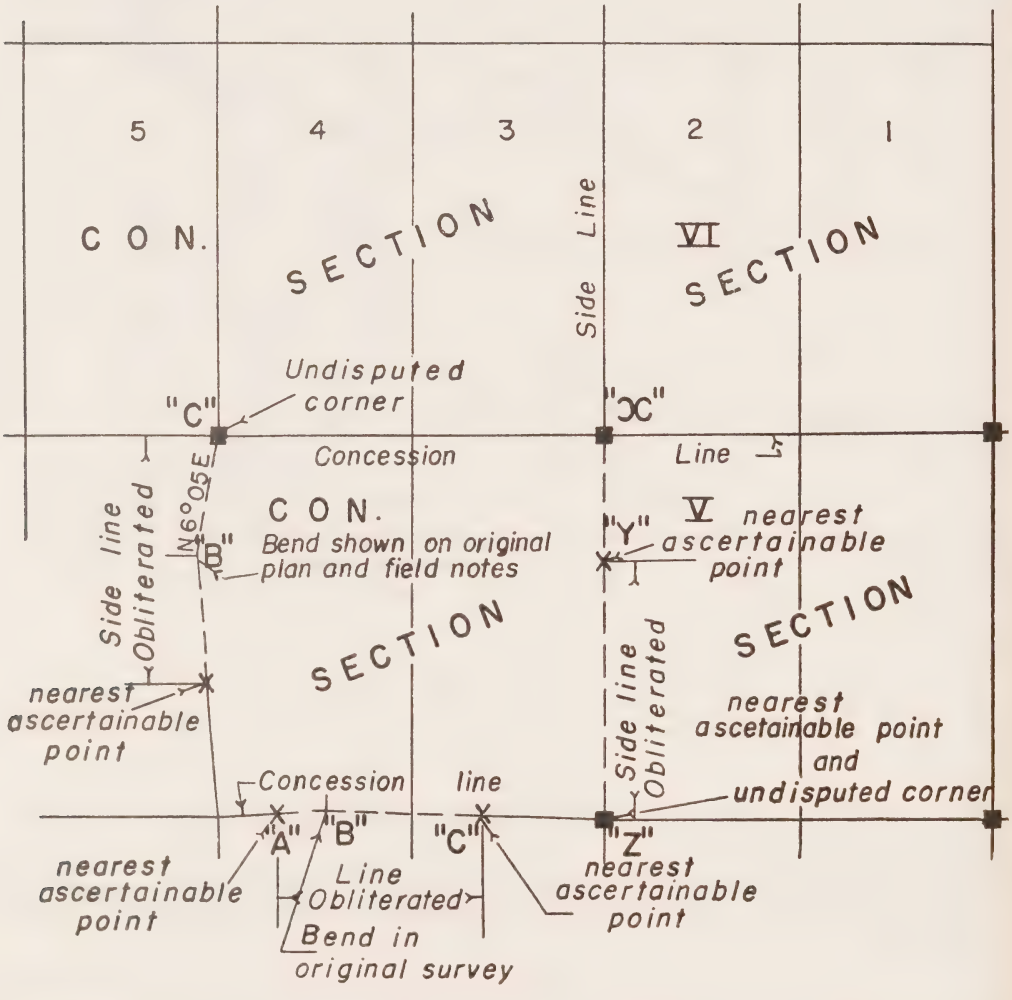
R.R.O. 1970, Reg. 808, Meth. 125.

METHOD 126

1. Section 37, subsection 2, paragraph 9, to re-establish a concession line or side line of a section between the corners of a sectional township with single fronts that is obliterated and no evidence of the original line exists.

2. Join the nearest ascertainable points on the concession line or side line as intended in the original survey.

3. SKETCH




Section line between lots 2 and 3, Concession 5, shown as a straight line on the original plan and field notes. Join nearest ascertainable points Y-Z with a straight line to re-establish obliterated side line. Concession line between concessions IV and V across Lot 4 not shown as a straight line. Join nearest ascertainable points A-C as intended in the original survey to re-establish obliterated concession line.

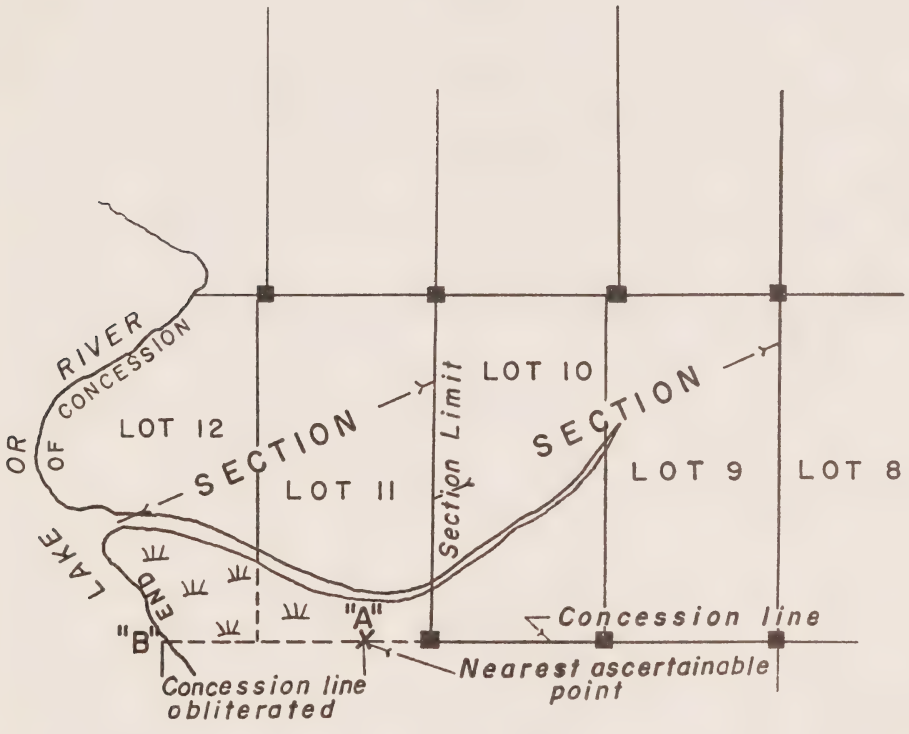
R.R.O. 1970, Reg. 808, Meth. 126.

METHOD 127

1. Section 37, subsection 2, paragraph 10, to re-establish a concession line beyond the last side line of a section in a sectional township with single fronts if the concession is broken by a lake or river at its end and the concession line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated concession line on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the concession line in the section in which the concession line is obliterated.

3. SKETCH




Re-establish obliterated concession line A-B on the same astronomic course as shown on the original plan and field notes from the nearest ascertainable point A.

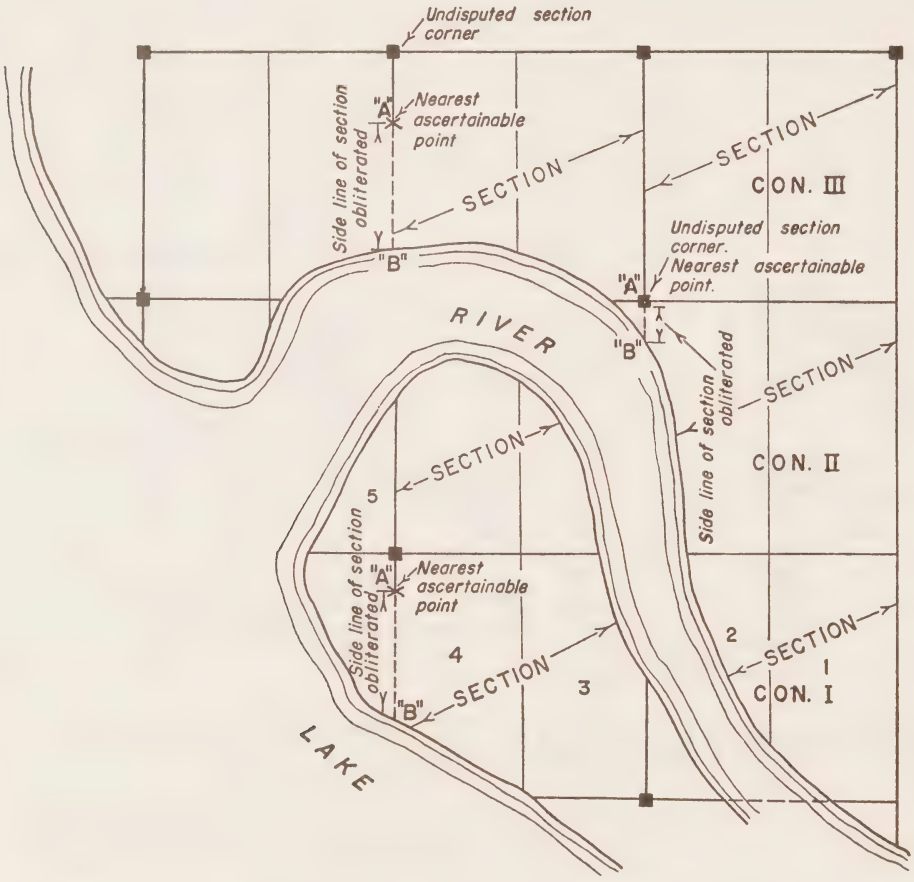
R.R.O. 1970, Reg. 808, Meth. 127.

METHOD 128

1. Section 37, subsection 2, paragraph 11, to re-establish in a concession the side line of a section in a sectional township with single fronts if the concession is wholly or partly broken by a lake or river on its front and the section line was not surveyed across the lake or river in the original survey and the side line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated side line of the section on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the side line of the section in the section in which the side line is obliterated.

3. SKETCH




Re-establish side line of sections A-B on the same astronomic course as shown on the original plan and field notes from the nearest ascertainable points A.

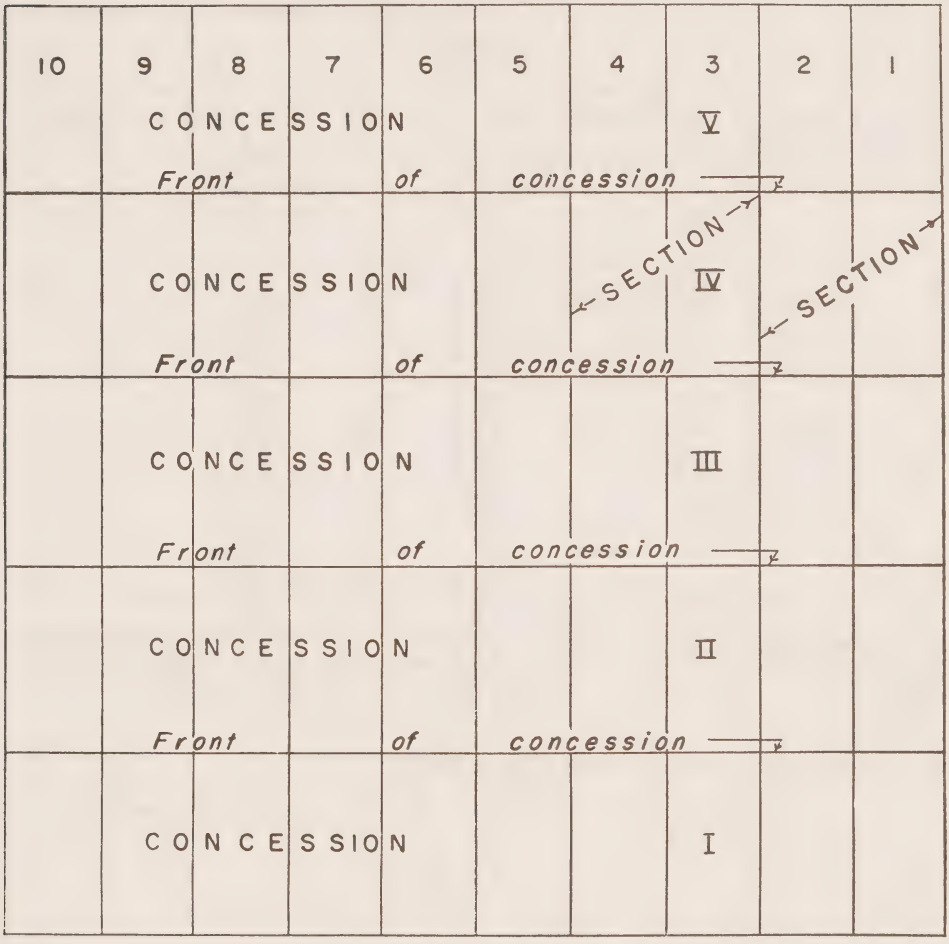
R.R.O. 1970, Reg. 808, Meth. 128.

METHOD 129

1. Section 38, to define the front of a concession in a sectional township with single fronts.

2. The front of a concession is the boundary of the concession that is nearest to the boundary of the township from which the concessions therein are numbered or lettered.

3. SKETCH



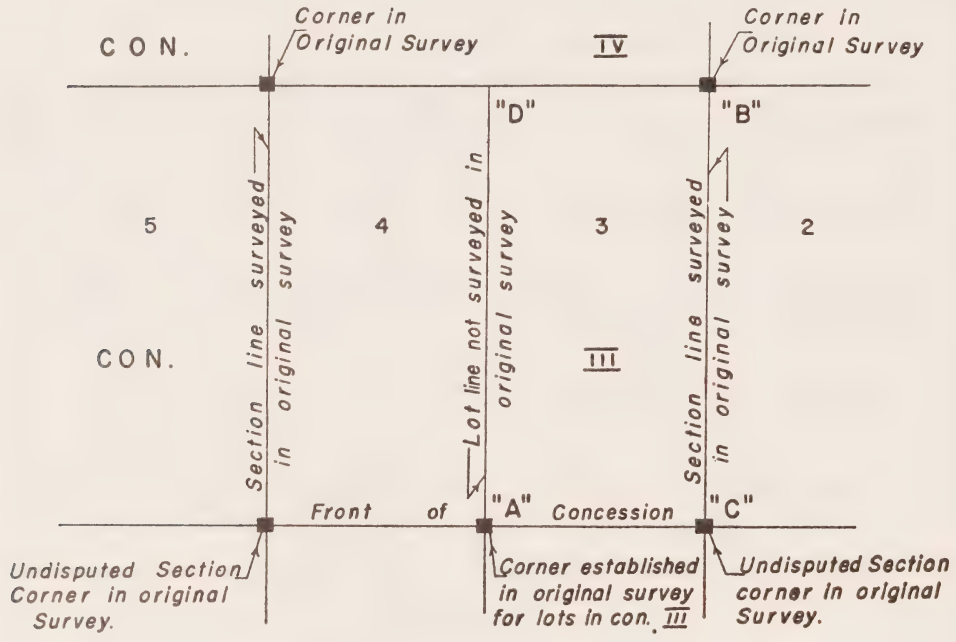

R.R.O. 1970, Reg. 808, Meth. 129.

METHOD 130

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and the side lines of the section in which the lot is located are not broken by a lake or river.

2. Establish the side line of a lot from the front corner of the lot on the astronomic course for the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered, if so intended in the original survey.

3. SKETCH




Establish lot line A-D on astronomic course of section line C-B.

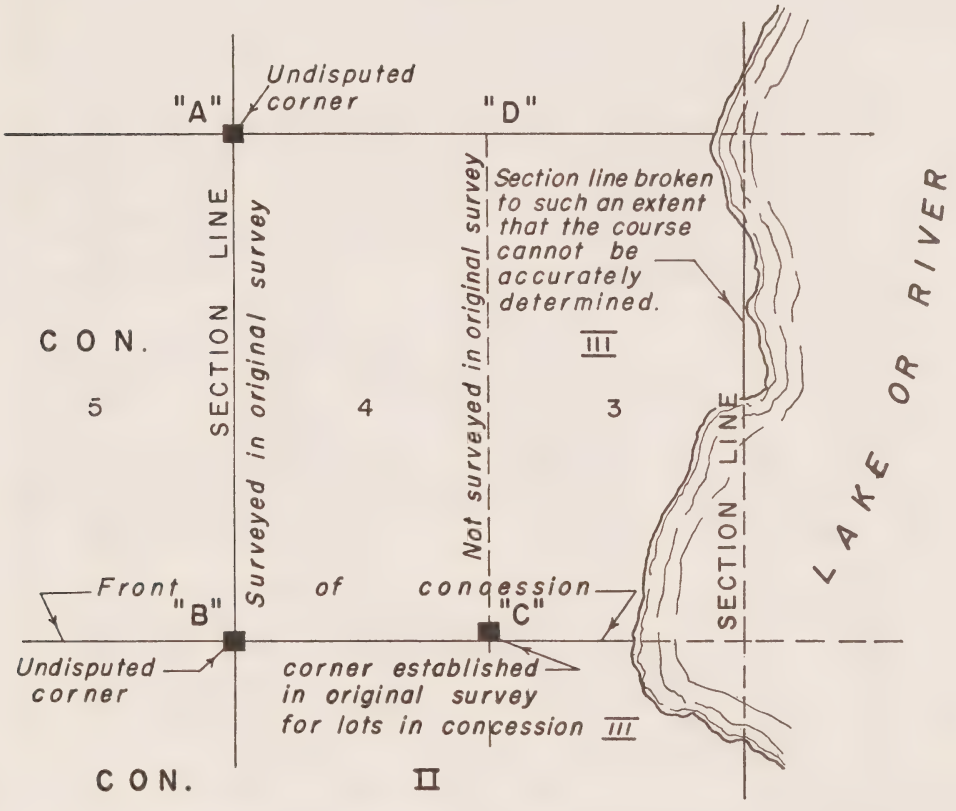
R.R.O. 1970, Reg. 808, Meth. 130.

METHOD 131

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered is broken by a lake or river to such an extent that the course of the side line of the section cannot be accurately determined.

2. Establish the side line of the lot from the front corner of the lot on the astronomic course for the side line of the section in which the lot is located that is farthest from the end of the section from which the lots are numbered, if so intended in the original survey.

3. SKETCH




Establish a lot line C-D on astronomic course of section line A-B.

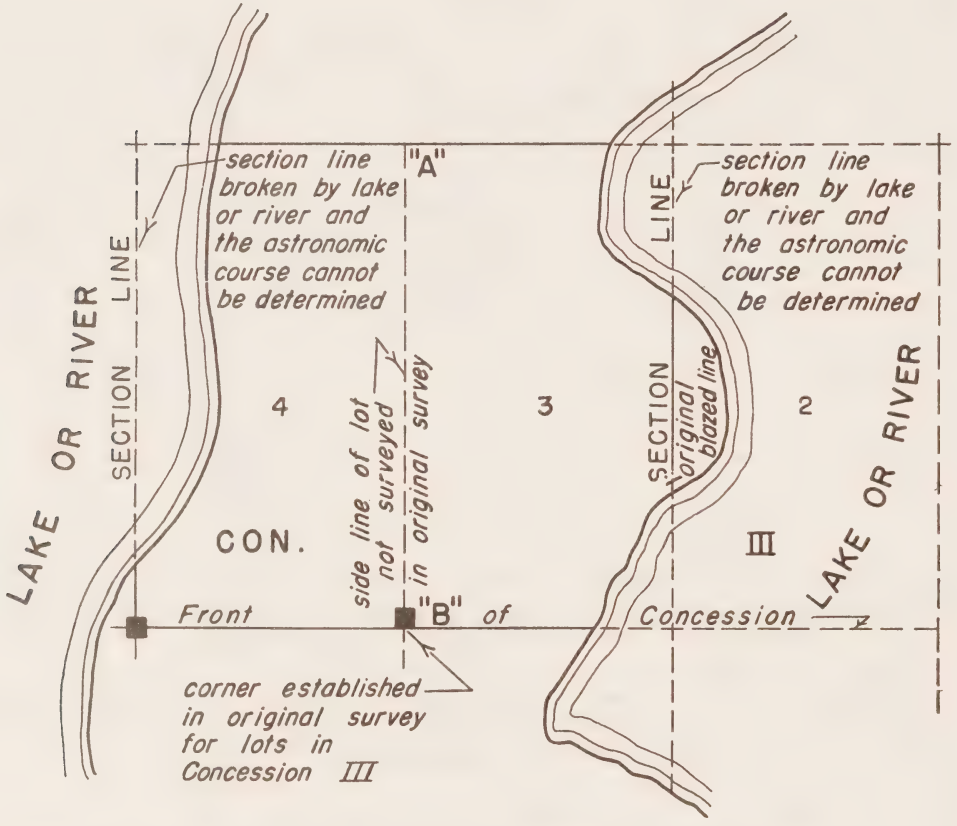
R.R.O. 1970, Reg. 808, Meth. 131.

METHOD 132

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and both side lines of the section in which the lot is located are broken by a lake or river to such an extent that the course of either side line cannot be accurately determined.

2. Establish the side line of a lot from the front corner of the lot on the astronomic course shown on the original plan and field notes.

3. SKETCH




Establish lot line A-B on astronomic course shown on the original plan and field notes.

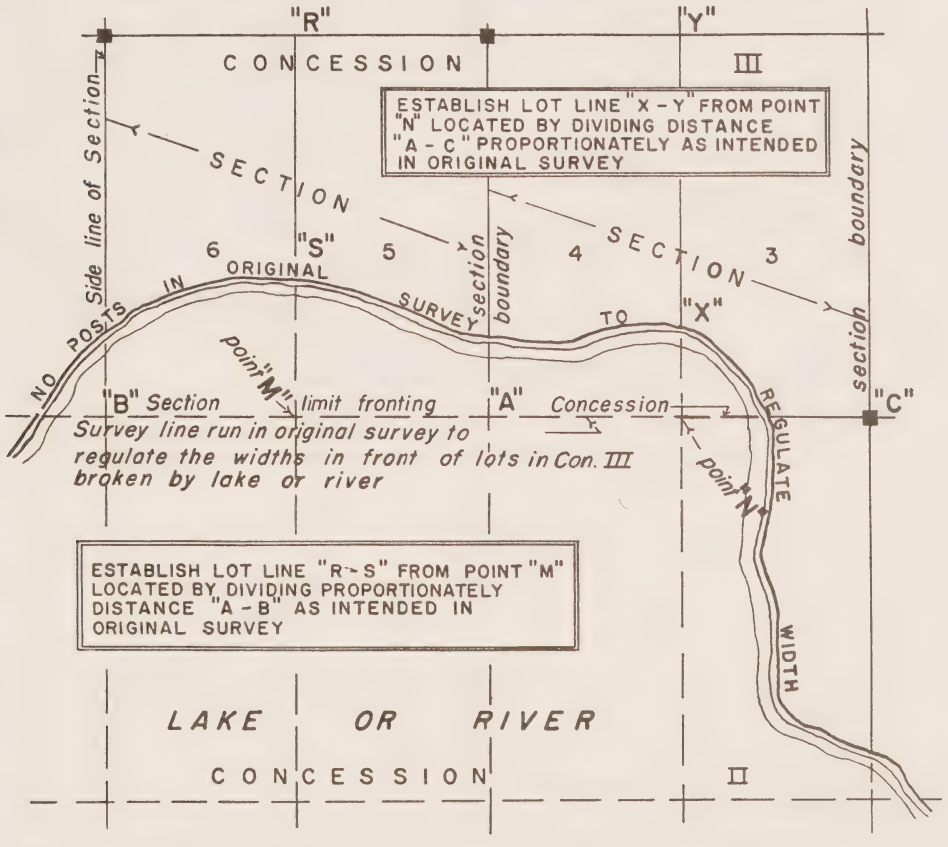
R.R.O. 1970, Reg. 808, Meth. 132.

METHOD 133

1. Section 39, paragraph 2, to establish in a concession the side line of broken lots in a sectional township with single fronts that was not surveyed in the original survey and the front of the concession in the section is partly or wholly broken by a lake or river and no post was planted on the bank of the lake or river to regulate the widths in front of the broken lots and the original field notes show that a survey line was run on the section limit fronting the concession across the lake or river to regulate the widths in the front of the broken lots.

2. Establish the side line of the broken lots from a point on the survey line run on the section limit fronting the concession determined by dividing proportionately, as intended in the original survey, the distance between the corners of the section.

3. SKETCH




A and B are section corners re-established in accordance with the *Surveys Act*.

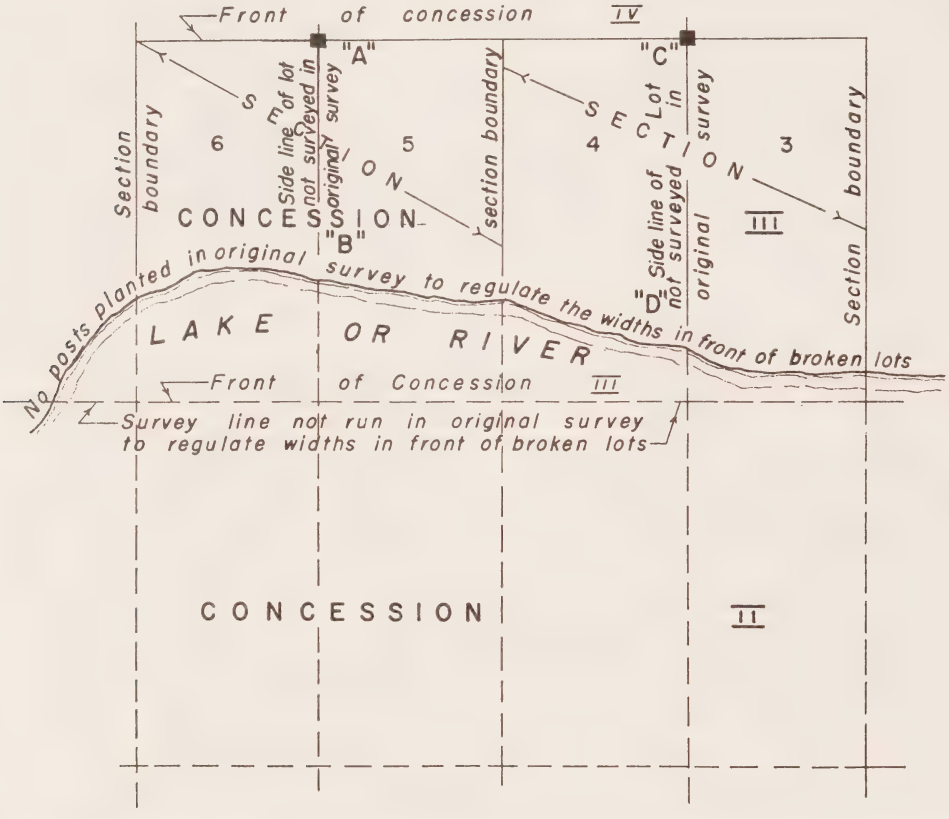
R.R.O. 1970, Reg. 808, Meth. 133.

METHOD 134

1. Section 39, paragraph 3, to establish in a concession the side line of a broken lot in a sectional township with single fronts that was not surveyed in the original survey and the front of the concession in the section is wholly broken by a lake or river and no post was planted in the original survey on the bank of the lake or river to regulate the widths in front of the broken lots and no survey line was run across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side line of such broken lot from the front corner of the lot in the concession to the rear of the wholly broken concession.

3. SKETCH




Establish lot lines A-B and C-D from points A and C, respectively, being the front corners of the lots in the concession to the rear.

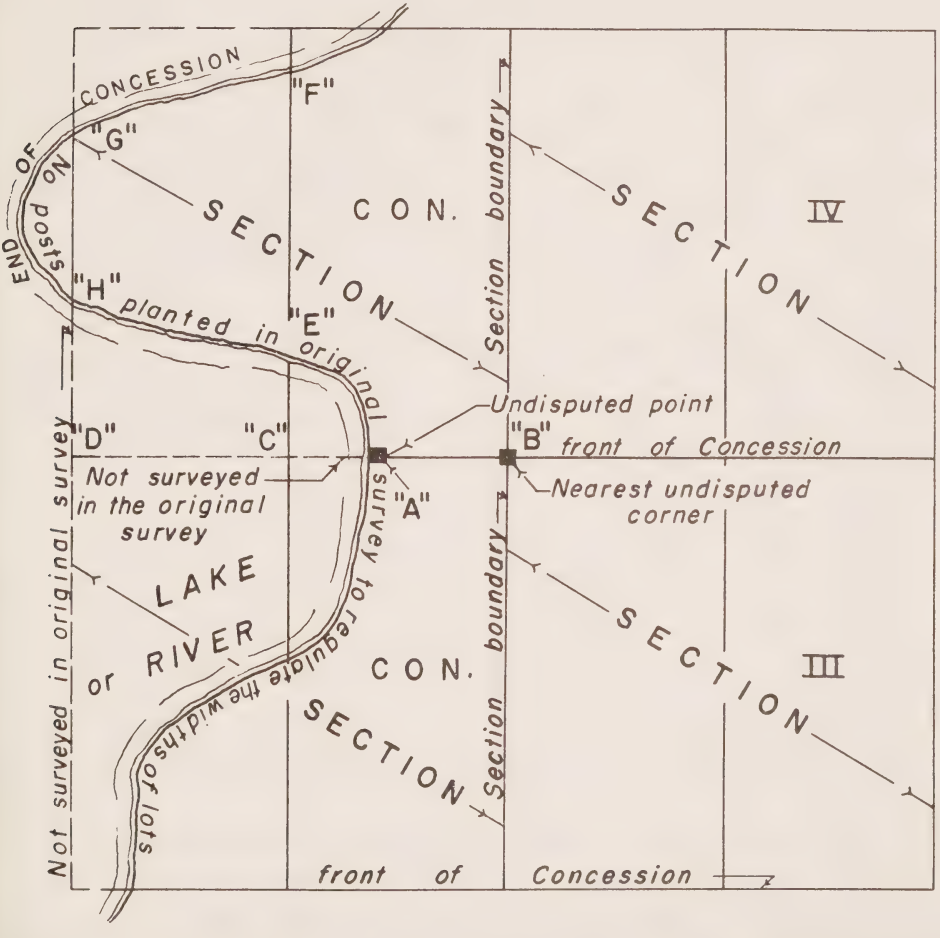
R.R.O. 1970, Reg. 808, Meth. 134.

METHOD 135

1. Section 39, paragraph 4, to establish in a concession the side line of broken lots in a sectional township with single fronts that was not surveyed in the original survey if the concession is broken at its end and on the front and rear boundaries by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey to regulate the widths in front of the broken lot.

2. Establish the side line of the broken lots from points determined by measuring the distance intended in the original survey from the nearest undisputed corner on the front of the concession along the astronomic course intended for the front of the concession.

3. SKETCH




Establish side lines E-F and G-H from points C and D, determined by measuring distance B-C and C-D intended in the original survey on the astronomic course intended in the original survey for B-A-C-D, the front of Concession IV.

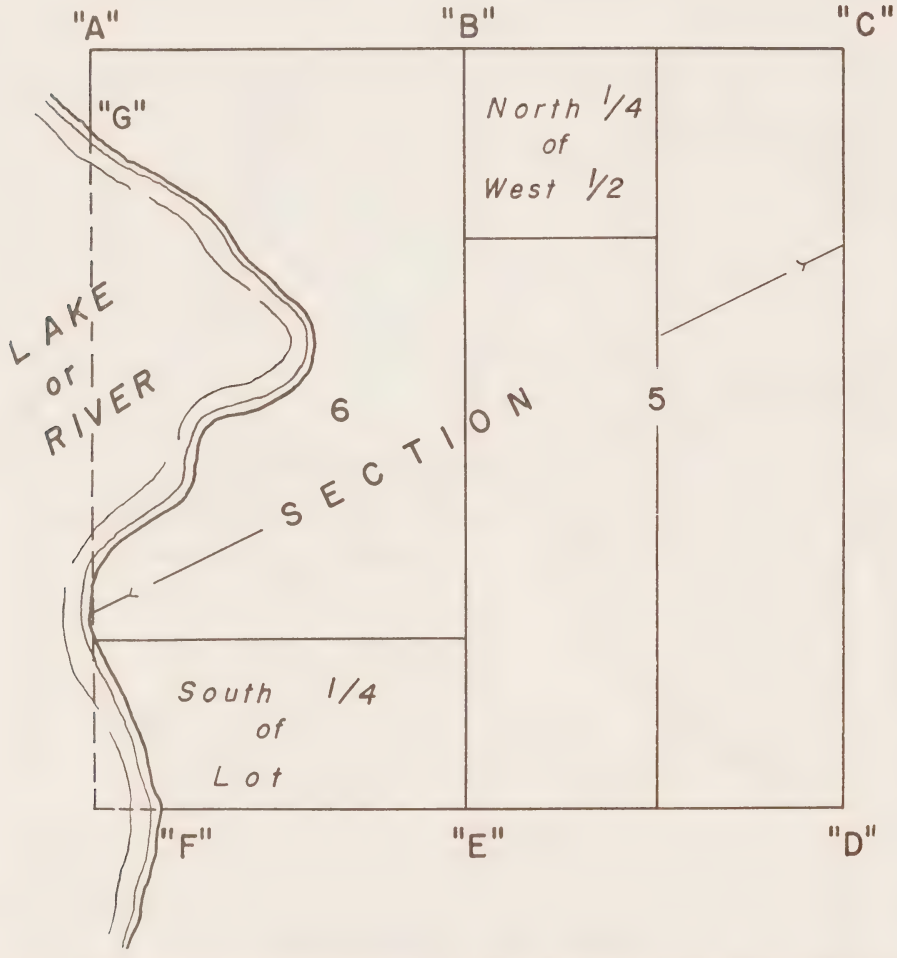
R.R.O. 1970, Reg. 808, Meth. 135; O. Reg. 71/73, s. 5.

METHOD 136

1. Section 40, subsection 1, to define the aliquot part of any lot in a sectional township with single fronts if the lot or any part of the lot was patented before March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3. SKETCH




Unbroken Lot 5 patented before March 24, 1911. Area by survey, 328 acres. Area of north ¼ of west half described in grant as 40 acres. Determine north ¼ of west half by survey to contain 41 acres.

Broken Lot 6 patented before March 24, 1911. Area by survey, 268 acres. Area of south ¼ described in grant as 80 acres. Determine south ¼ by survey as $\frac{268}{4} = 67$ acres.

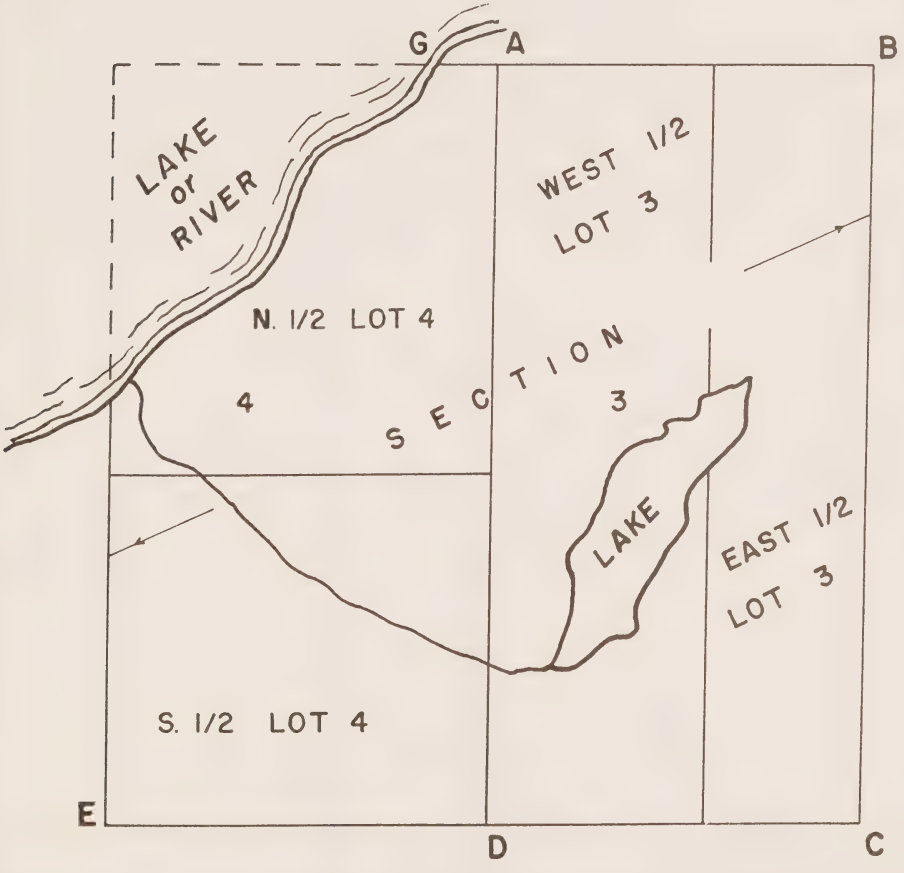
R.R.O. 1970, Reg. 808, Meth. 136.

METHOD 137

1. Section 40, subsection 2, to define the aliquot part of a broken lot in a sectional township with single fronts if the lot or any part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such broken lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3. SKETCH




Broken Lot 3 patented on or after March 24, 1911. Total area of lot by survey, 294 acres. Area of lot described in grant, 308 acres. Area of west ½ of lot to be determined by survey as $\frac{294}{2}$ acres.

Broken Lot 4 patented on or after March 24, 1911. Total area by survey, 271 acres. Area of south ½ defined by grant, 130 acres. Area of south ½ to be determined by survey as $\frac{271}{2}$ acres.

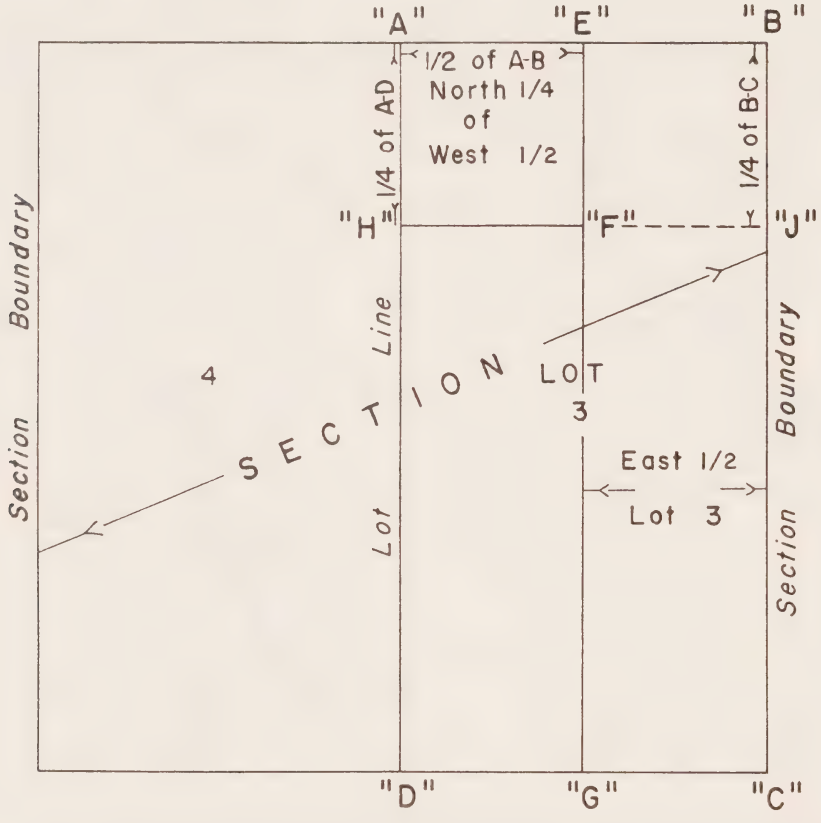
R.R.O. 1970, Reg. 808, Meth. 137.

METHOD 138

1. Section 40, subsection 3, to define any aliquot part of an unbroken lot in a sectional township with single fronts if the whole or part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such unbroken lot is the aliquot part of the frontage or depth of the lot whether the area of the aliquot part so determined is more or less than the area expressed in any grant or other instrument intended to describe the part.

3. SKETCH




Unbroken Lot 3 patented on or after March 24, 1911. Determine aliquot part A-E-H-F of west ½ by survey as follows:

Divide frontage D-C into two equal parts. Survey line E-G on astronomic course as in case of lot line A-D not surveyed in the original survey.

Divide depths A-D and B-C into four equal parts and join H-J with straight line.

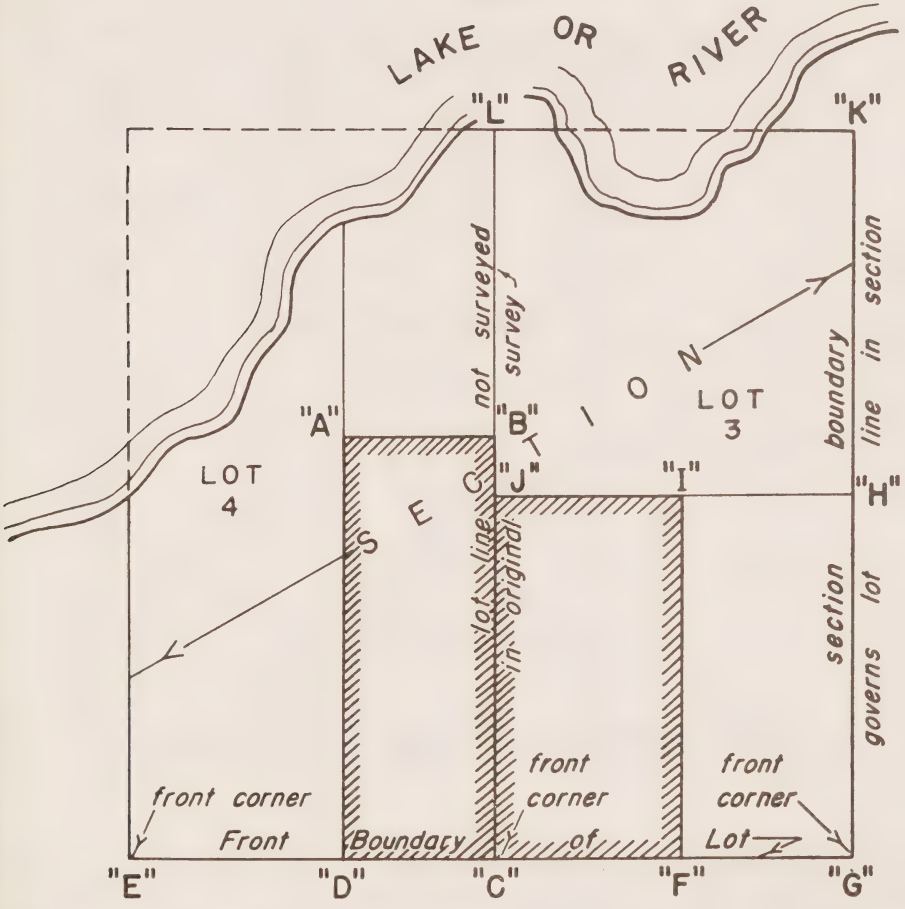
R.R.O. 1970, Reg. 808, Meth. 138.

METHOD 139

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with single fronts if the front of the lot is unbroken by a lake or river at either end and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the front corners of the lot, as the case may be.

3. SKETCH




Lot 3 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. The boundaries of aliquot part C-F-I-J to be surveyed as follows:

I-F on same astronomic course as lot line C-L. I-J parallel to straight line joining front corners of lot C-G.

Broken Lot 4 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-B-C-D to be surveyed as follows:

A-D on same astronomic course as lot line C-L. A-B parallel to straight line joining front corners of lot E-C.

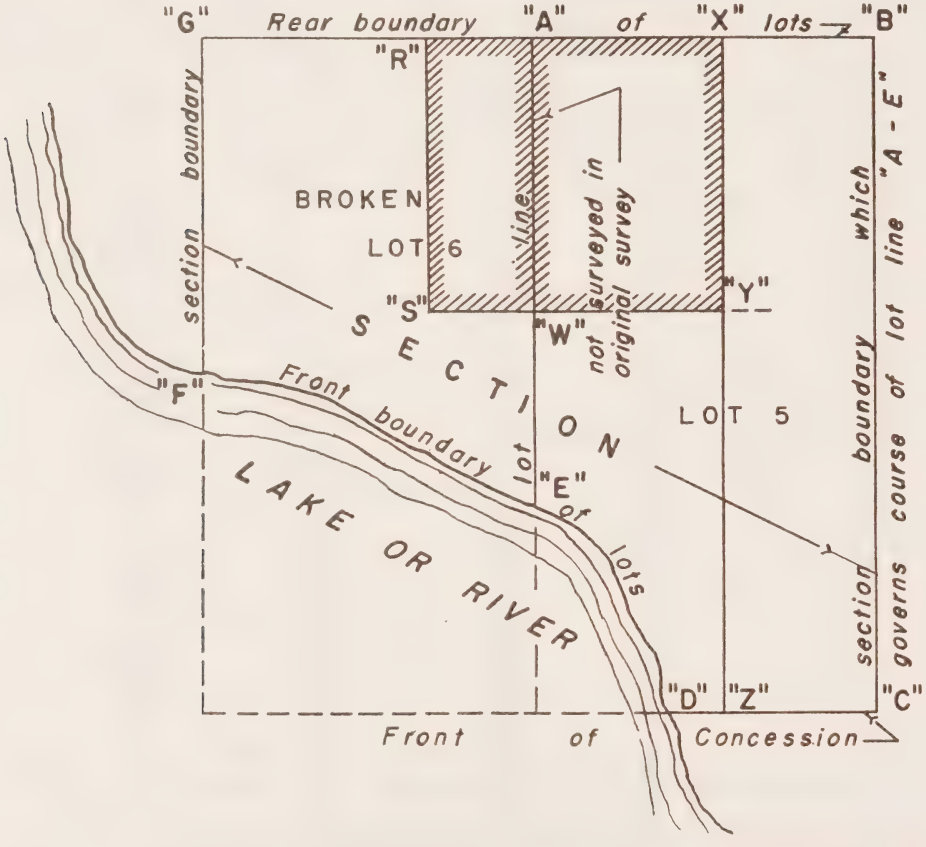
R.R.O. 1970, Reg. 808, Meth. 139.

METHOD 140

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or any part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with single fronts if the rear boundary of the lot is unbroken at either of its ends and the front boundary is broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3. SKETCH




Broken Lot 5 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-W-X-Y to be surveyed as follows:

X-Y on same astronomic course as lot line A-E. W-Y parallel to straight line joining rear corners of lot, A and B.

Broken Lot 6 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part R-S-W-A to be surveyed as follows:

R-S on same astronomic course as lot line E-A. S-W parallel to straight line joining rear corners of lot A-G.

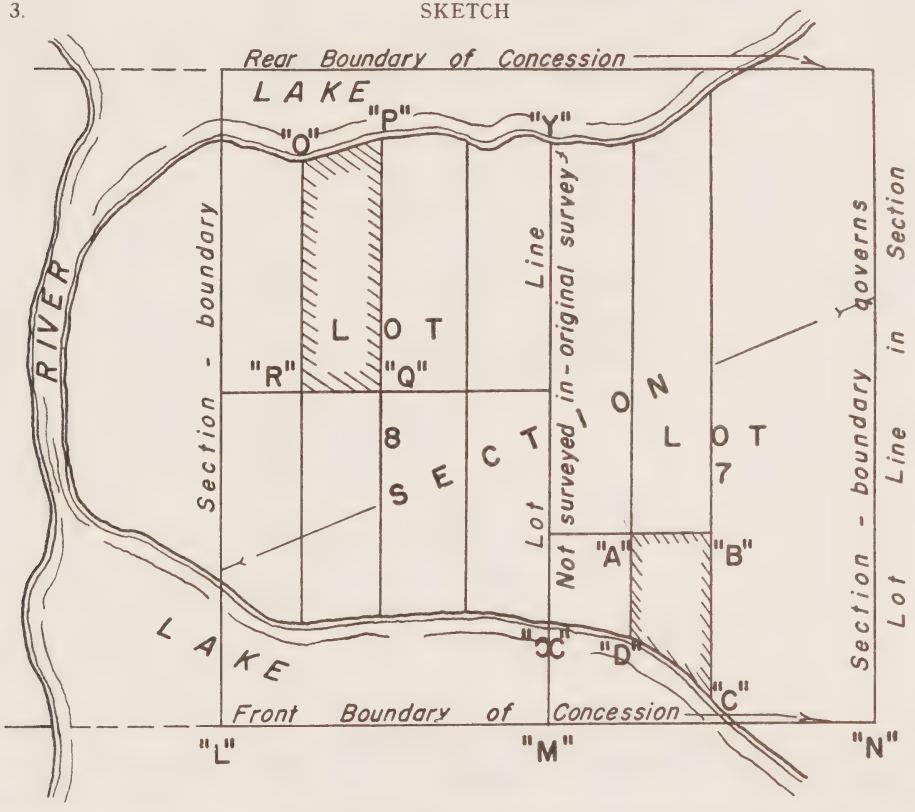
R.R.O. 1970, Reg. 808, Meth. 140.

METHOD 141

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of a broken lot and an unbroken lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with single fronts if both the front boundary and the rear boundary of the lot are broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front boundary of the concession as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, on the astronomic course intended for the front boundary of the concession in the section in which the lot is located.

3. SKETCH




Lot 7 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-B-C-D to be surveyed as follows:

A-D and B-C on the same astronomic course as lot line X-Y not surveyed in the original survey. A-B on the same astronomic course as front boundary of lot N-M as shown on the original plan and field notes or as intended in the original survey.

Broken Lot 8 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part O-P-Q-R to be surveyed as follows:

O-R and P-Q on the same astronomic course as lot line X-Y not surveyed in the original survey. R-Q on the same astronomic course as front boundary of concession L-M shown on the original plan and field notes or as intended in the original survey.

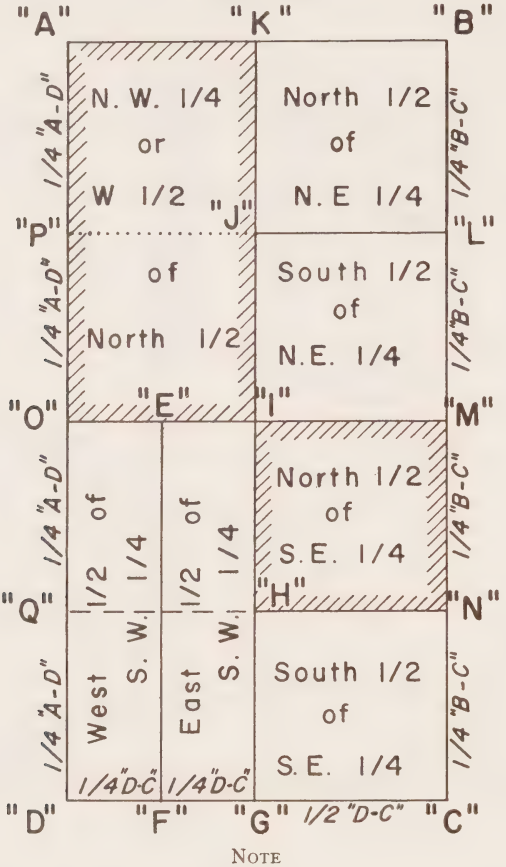
R.R.O. 1970, Reg. 808, Meth. 141.

METHOD 142

1. Section 40, subsection 5, to survey the boundaries of an aliquot part of an unbroken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with single fronts.

2. Survey the boundaries on the same astronomic course of a side line not surveyed in the original survey from points on the front boundary of the lot determined by dividing the measurement between the front corners equally or by joining with straight lines points on the side lines of the lot determined by dividing the measurement between the front and rear corners of the lot equally, as the case may be, without regard to the manner in which the aliquot part of any such lot is described in any grant or other instrument.

3. SKETCH




NOTE

All aliquot divisions of width shall be surveyed along the front of a lot.

All aliquot divisions of depth shall be surveyed along both side lines of a lot.

EXAMPLES

The boundaries of the north west ¼ or the west ½ of the north ½ shall be surveyed as follows:

K-I on the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division point G on the front of the lot.

O-I on a straight line joining the equal distant points M and O on the said lines of the lot.

The boundaries of the north ½ of the south east ¼ shall be surveyed as follows:

H-I on the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division point G on the front of the lot.

I-M on a straight line joining the equal division points M and O on the side lines of the lot.

H-N on a straight line joining the equal division points N and Q on the side lines of the lot.

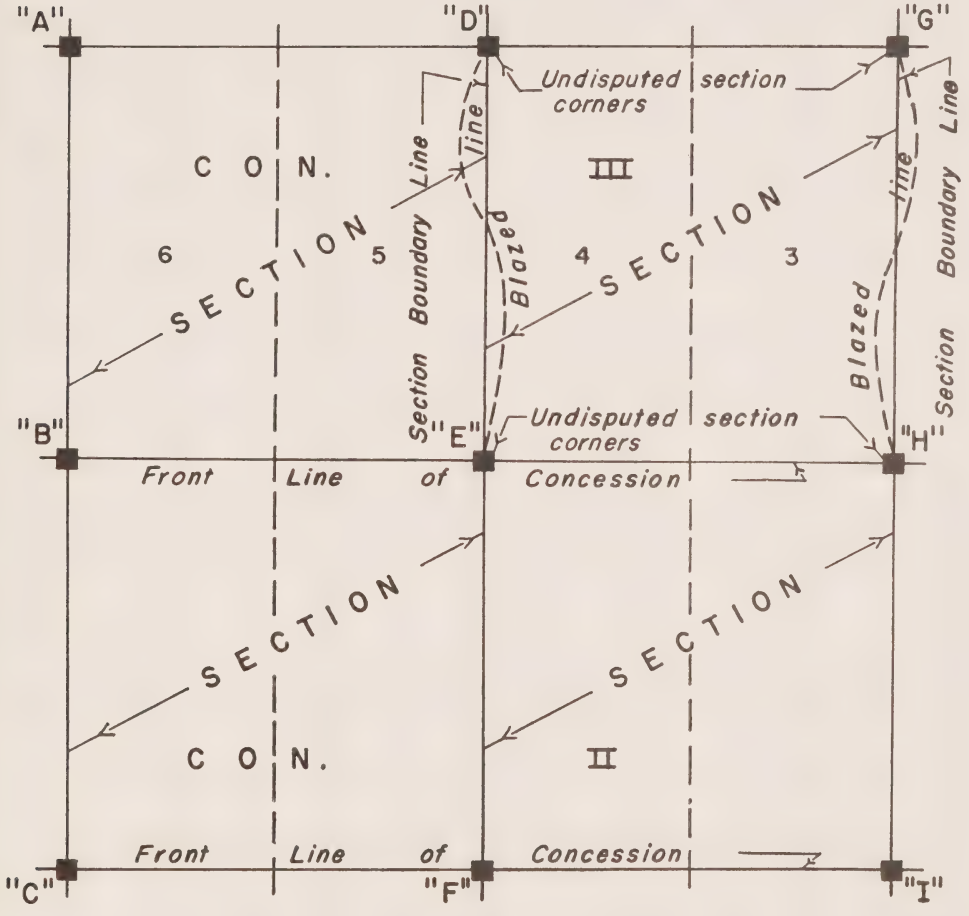
R.R.O. 1970, Reg. 808, Meth. 142.

METHOD 143

1. Section 41, to establish in a concession the course of a boundary line of a section in a sectional township with single fronts to survey the side line of a lot in a section not surveyed in the original survey.

2. Establish a straight line joining the section corners on the side line of the section intended to govern the side line and determine its astronomic course.

3. SKETCH




Astronomic course of straight line G-H governing line for side line between lots 3 and 4, Concession III, if so intended. Astronomic course of straight line E-D governing line for side line between lots 5 and 6, Concession III, if so intended.

R.R.O. 1970, Reg. 808, Meth. 143.

PART VII

SECTIONAL TOWNSHIPS WITH SECTIONS AND QUARTER SECTIONS

METHOD 144

1. Section 42, clause *a*, a "sectional township with sections and quarter sections" means a township divided into sections and quarter sections having regular dimensions without road allowances between sections where the usual practice in the original survey was to survey the township boundaries and section lines and to establish the section corners and quarter section corners.

2. SKETCH



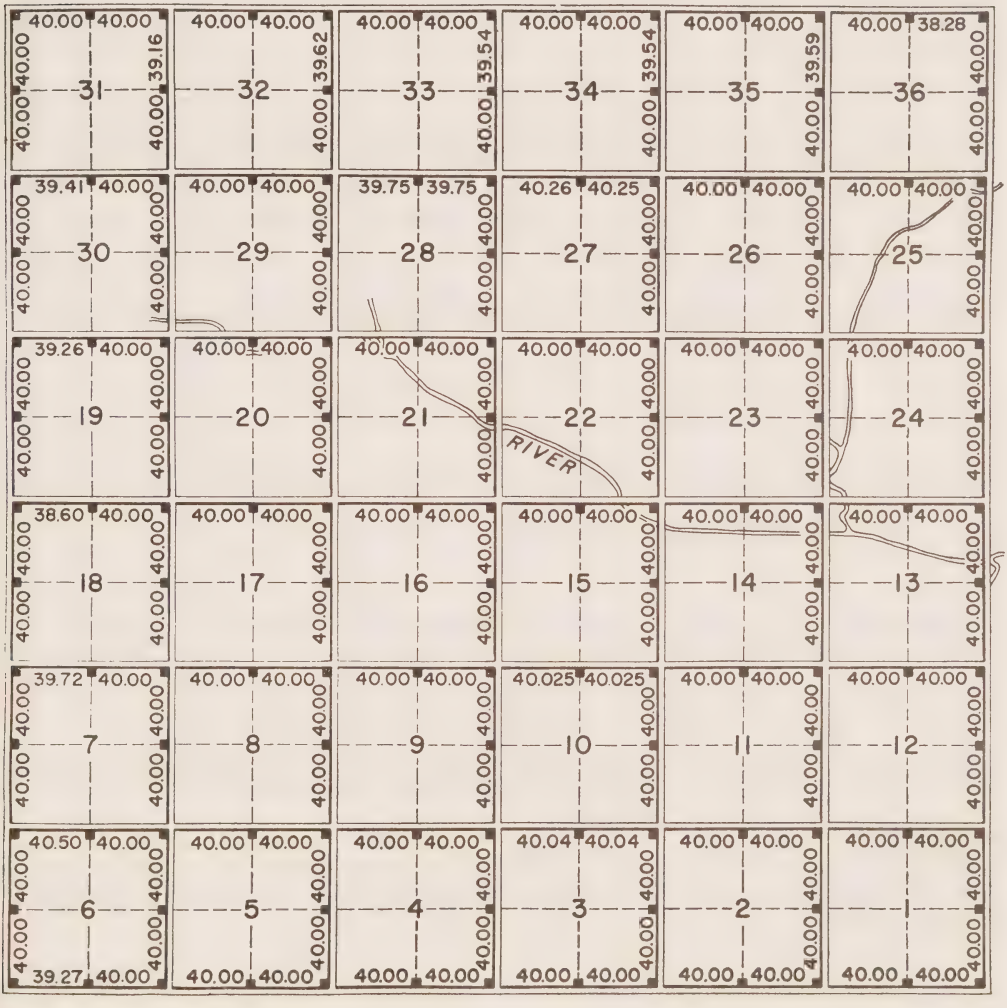

**Heavy lines (—) indicate lines surveyed.**
**Squares (■) indicate section and quarter section corners established but not always posted.**

R.R.O. 1970, Reg. 808, Meth. 144.

METHOD 145

1. Section 42, clause *b*, a "sectional township with sections and quarter sections" means a township divided into sections and quarter sections having regular dimensions and with road allowances of uniform width between sections where the usual practice in the original survey was to survey the township boundaries and the section lines on the west and south sides of the road allowances and to establish the section corners and quarter section corners on the surveyed lines.

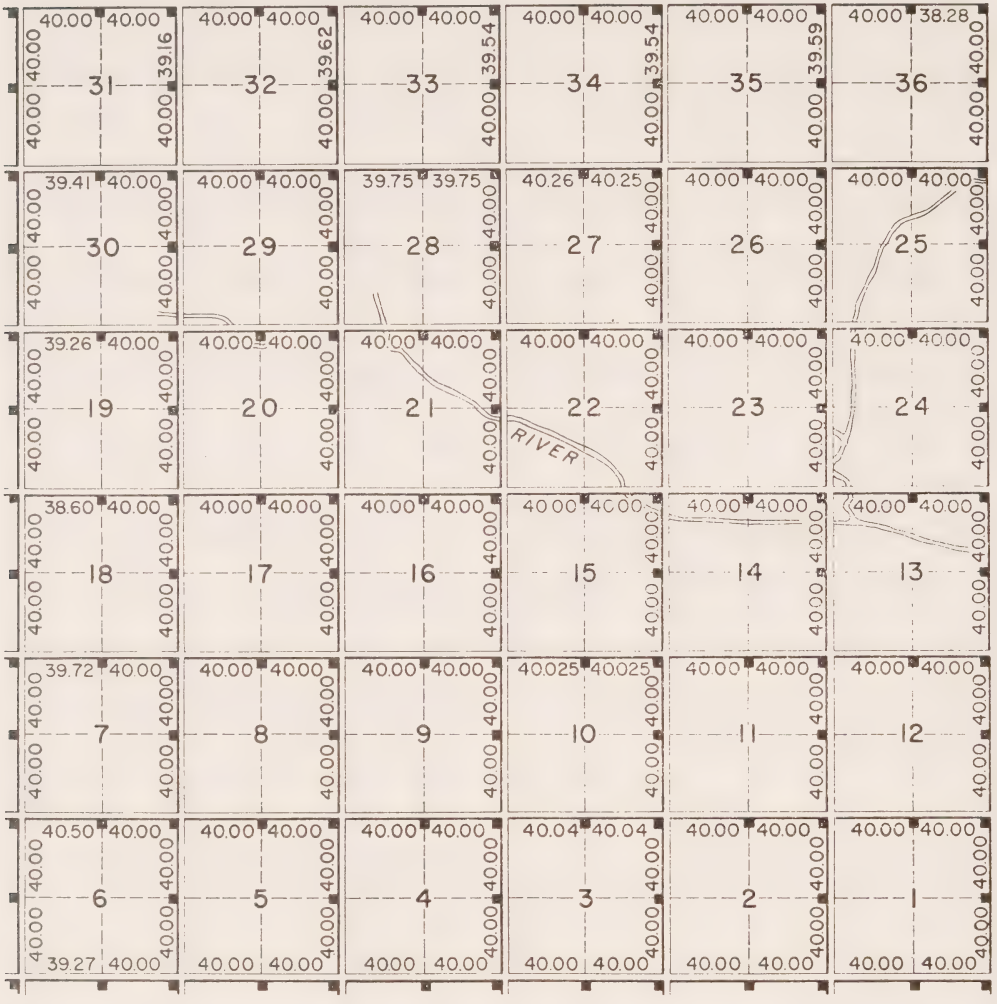
2. (i) SKETCH




Heavy lines (—) indicate lines surveyed.
Squares (■) indicate section and quarter section corners usually posted.

Sketch (i) illustrates the corners usually posted on township boundaries that are abutted by a different system of survey or a tract of land not subdivided.

(ii) SKETCH




**Heavy** lines (—) indicate lines surveyed.
Squares (■) indicate section and quarter section corners usually posted.

Sketch (ii) illustrates the corners usually posted on township boundaries that are abutted by the same system of survey.

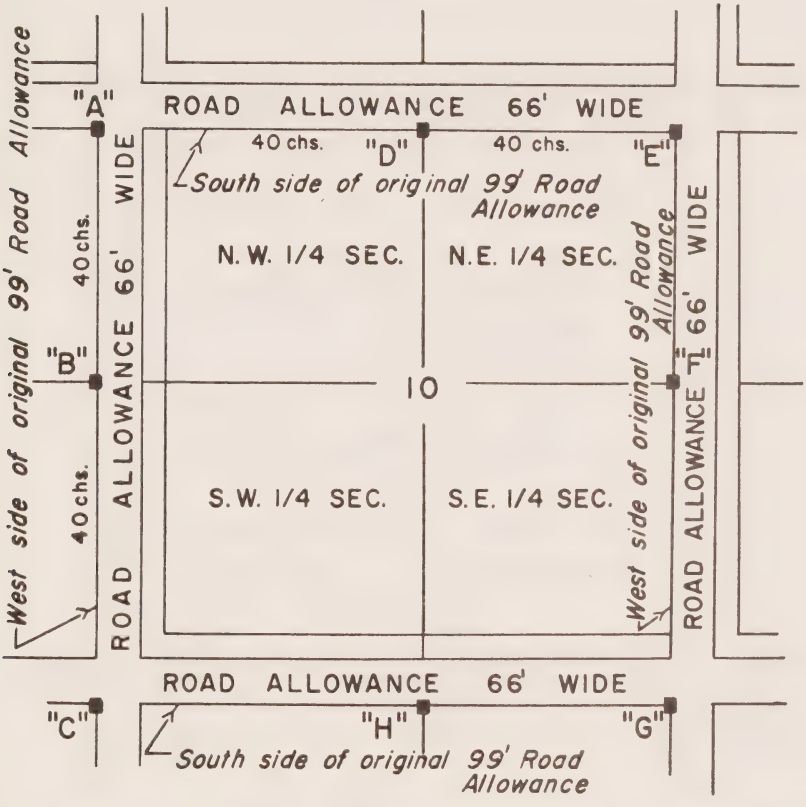
R.R.O. 1970, Reg. 808, Meth. 145.

METHOD 146

1. Section 43, subsection 1, to define the limits of the one chain road allowance between sections in a sectional township with sections and quarter sections and road allowances between sections surveyed under the instructions of the Department of Interior of Canada with one and one-half chain road allowances between sections.

2. The one chain road allowance shall lie north and east of and adjoin the south and west sides of the one and one-half chain road allowance surveyed in the original survey.

3. SKETCH




The one chain (66 feet) road allowance forms part of the original 1.5 chain (99 feet) road allowance and lies north of the south sides A-D-E and C-H-G of original road allowances and east of the west sides A-B-C and E-F-G of original road allowances.

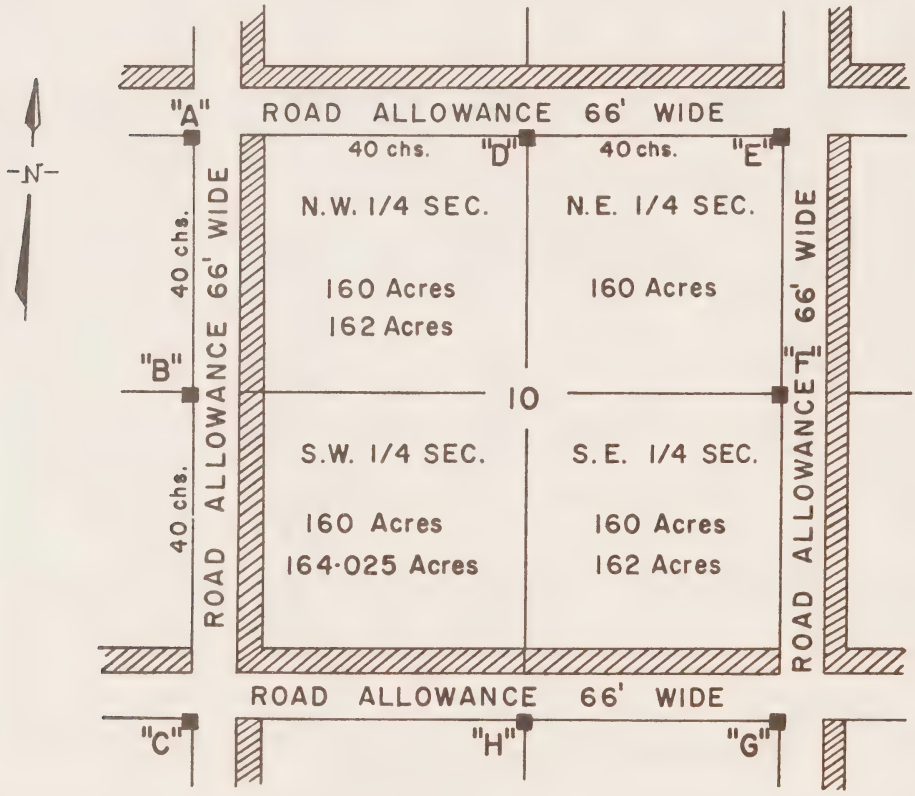
R.R.O. 1970, Reg. 808, Meth. 146.

METHOD 147

1. Section 43, subsection 2, to define the strips of land formerly parts of the original one and one-half chain road allowance in a sectional township with sections and quarter sections and road allowances between sections surveyed under instructions of the Department of Interior of Canada.

2. The strips of land formerly forming parts of the original road allowances are detached from the original road allowances and attached to and form part of the quarter sections immediately adjoining the strips of land on the east and north limits thereof.

3. SKETCH




Hatched areas are strips of land formerly parts of original road allowances, now attached to and forming part of the N.W. ¼, S.W. ¼ and the S.E. ¼ of section 10 adjoining the strips on the east and north. N.W. ¼ section originally surveyed with 160 acres is increased to 162 acres by strip on west side. S.E. ¼ section originally surveyed with 160 acres is increased to 162 acres by strip on south side. S.W. ¼ section originally surveyed with 160 acres is increased to 164.025 acres by strips on west and south side. N.E. ¼ section remains unchanged.

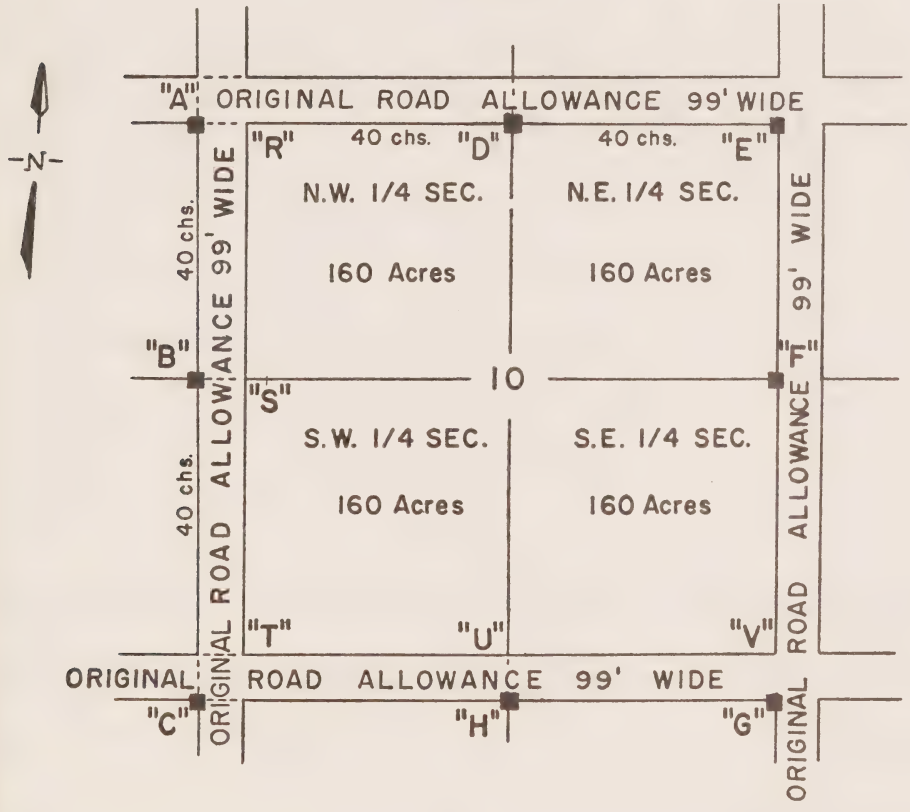
R.R.O. 1970, Reg. 808, Meth. 147.

METHOD 148

1. Section 43, subsection 3, to define the governing points in a sectional township with sections and quarter sections and road allowances between sections surveyed under instructions of the Department of Interior of Canada, for the purpose of re-establishing a lost corner or obliterated boundary of a section or quarter section and establishing a section or quarter section corner not established in the original survey.

2. The governing points shall be the section and quarter section corners established in the original survey.

3. SKETCH




Section and quarter section corners A, B, C, D, E, F, G, H shall be the governing points to re-establish a lost corner or obliterated boundary on surveyed lines A-C, E-G, A-E and C-G and also to establish section and quarter section corners S, T, U not established in the original survey of section 10.

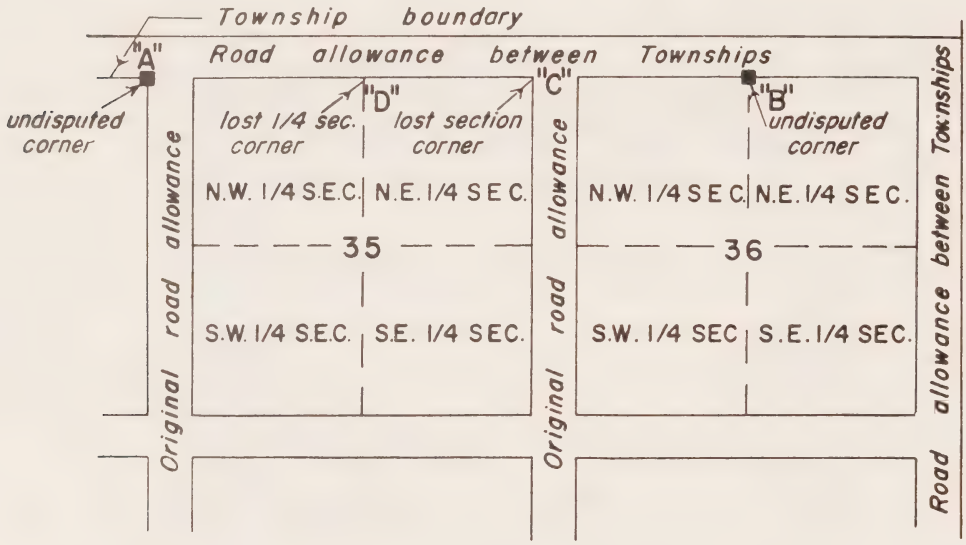
R.R.O. 1970, Reg. 808, Meth. 148.

METHOD 149

1. Section 44, subsection 1, paragraph 2, to re-establish a lost corner of a section or quarter section surveyed in the original survey in a sectional township with sections and quarter sections and road allowances between sections where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH




To re-establish lost section corner C, divide distance A-B proportionately as intended in the original survey, having due regard for the road allowances between sections.

To re-establish lost ¼ section corner D, divide distance A-C proportionately as intended in the original survey, having due regard for the road allowances between sections.

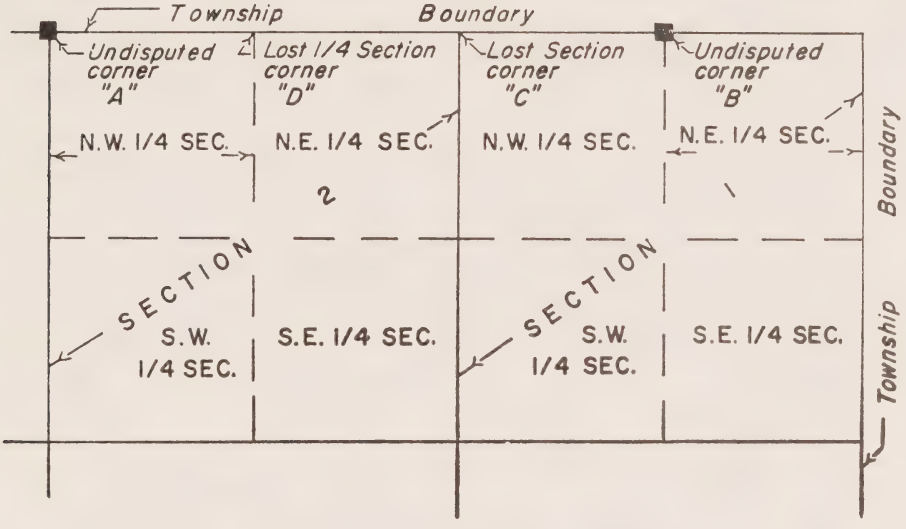
R.R.O. 1970, Reg. 808, Meth. 149.

METHOD 150

1. Section 44, subsection 1, paragraph 2, to re-establish a lost corner of a section or quarter section in a sectional township with sections and quarter sections without road allowances between sections on a township boundary where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey.

3. SKETCH




To re-establish lost section corner C, divide distance A-B proportionately as intended in the original survey.

To re-establish lost ¼ section corner D, divide distance A-C proportionately as intended in the original survey.

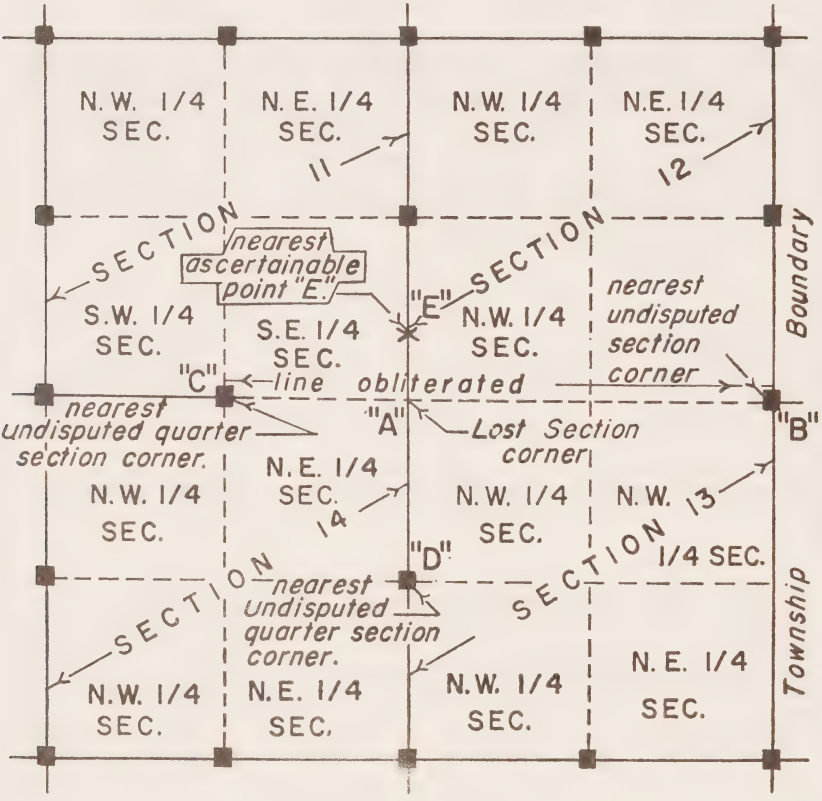
R.R.O. 1970, Reg. 808, Meth. 150.

METHOD 151

1. Section 44, subsection 1, paragraph 3, to re-establish a lost corner of a section in a sectional township with sections and quarter sections without road allowances between the sections on a section boundary in the interior of the township and no evidence of the lost corner exists.

2. Intersect the straight lines joining the nearest ascertainable points on the adjoining intersecting section boundaries.

3. SKETCH




Establish lost section corner A at the intersection of straight lines joining ascertainable point E and quarter section corner D and section corner B and quarter section corner C, respectively.

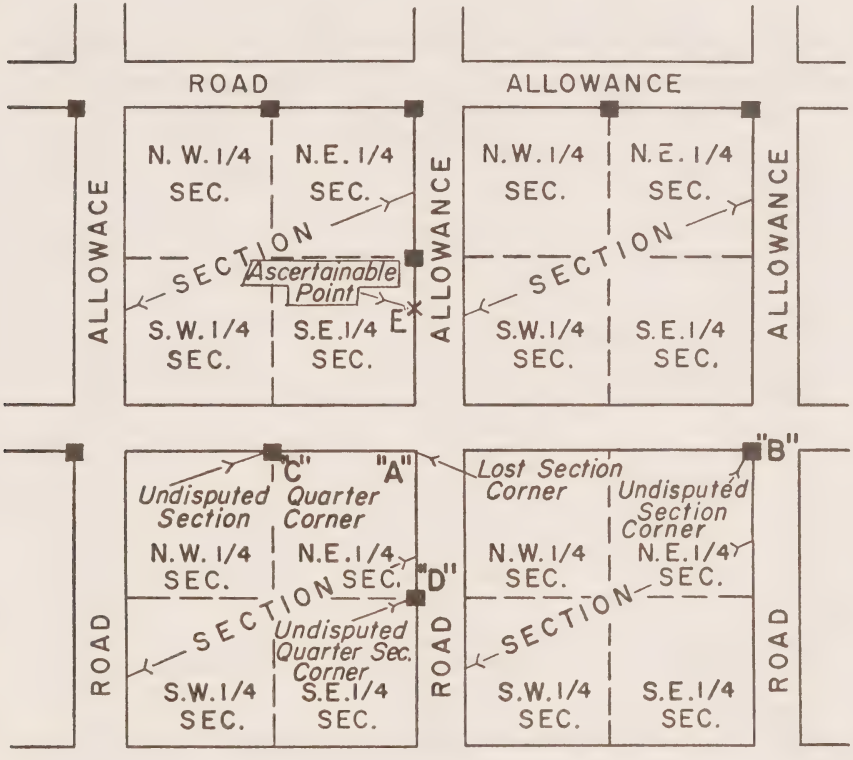
R.R.O. 1970, Reg. 808, Meth. 151.

METHOD 152

1. Section 44, subsection 1, paragraph 3, to re-establish a lost corner of a section surveyed in the original survey in a sectional township with sections and quarter sections and road allowances between the sections on a section boundary in the interior of the township and no evidence of the lost corner exists.

2. Intersect the straight lines joining the nearest ascertainable points on the adjoining intersecting section boundaries.

3. SKETCH




Establish lost section corner A at the intersection of straight lines joining ascertainable point E and quarter section corner D and quarter section corner C and section corner B, respectively.

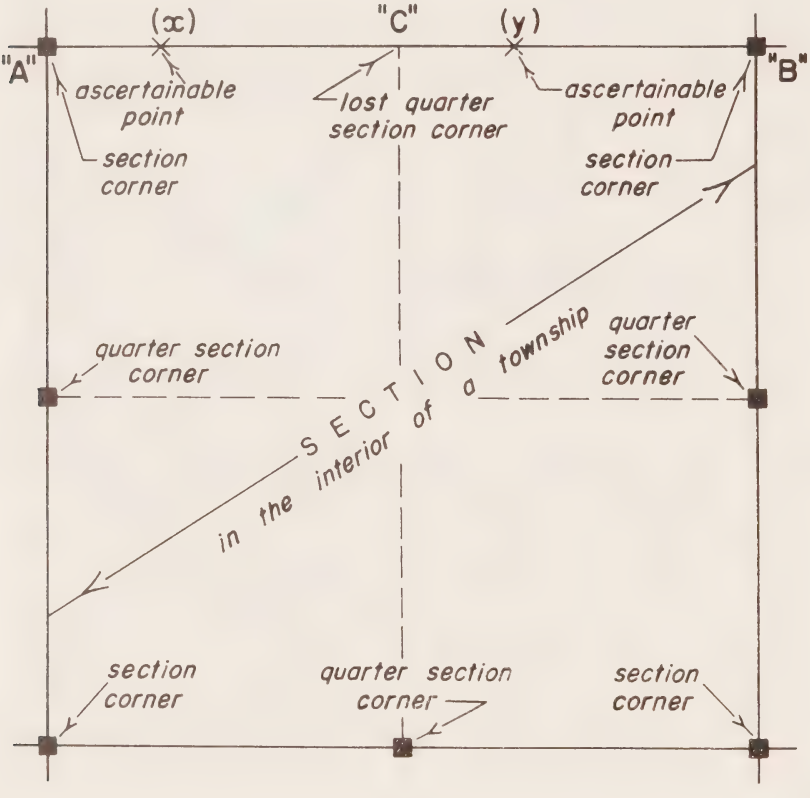
R.R.O. 1970, Reg. 808, Meth. 152.

METHOD 153

1. Section 44, subsection 1, paragraph 4, to re-establish a lost corner of a quarter section in a sectional township with sections and quarter sections without road allowances between sections on a section boundary in the interior of the township and no evidence of the lost corner exists.

2. Join the nearest ascertainable points on the section boundary. Determine the distance between the section corners along the boundary of the section in which the quarter section corner is lost and divide the distance proportionately as intended in the original survey.

3. SKETCH




Re-establish lost quarter section corner C by joining ascertainable points X and Y and dividing the distance between section corners A and B proportionately as intended in the original survey.

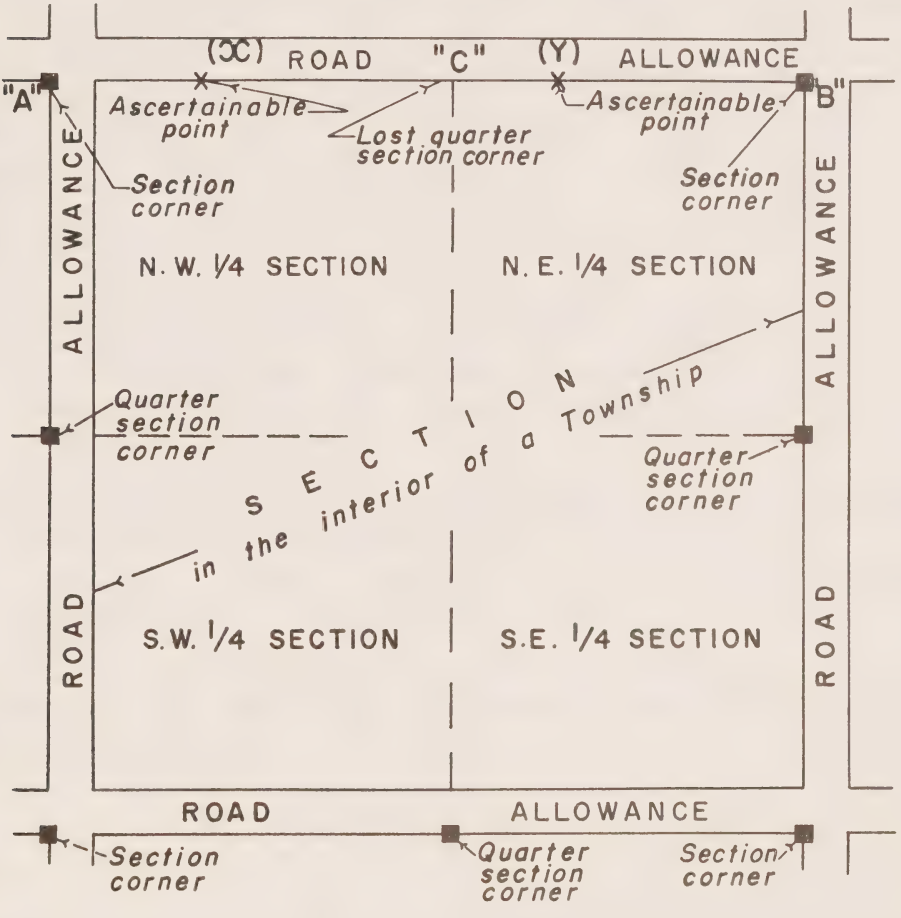
R.R.O. 1970, Reg. 808, Meth. 153.

METHOD 154

1. Section 44, subsection 1, paragraph 4, to re-establish a lost corner of a quarter section in a sectional township with sections and quarter sections and with road allowances between sections on the surveyed boundary of a section in the interior of the township and no evidence of the lost corner exists.

2. Join the nearest ascertainable points on the section boundary in which the corner is lost. Determine the distance between the section corners of the section on the boundary in which the quarter section corner is lost and divide the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH




Re-establish lost quarter section corner C by joining ascertainable points X and Y and dividing the distance between section corners A and B proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

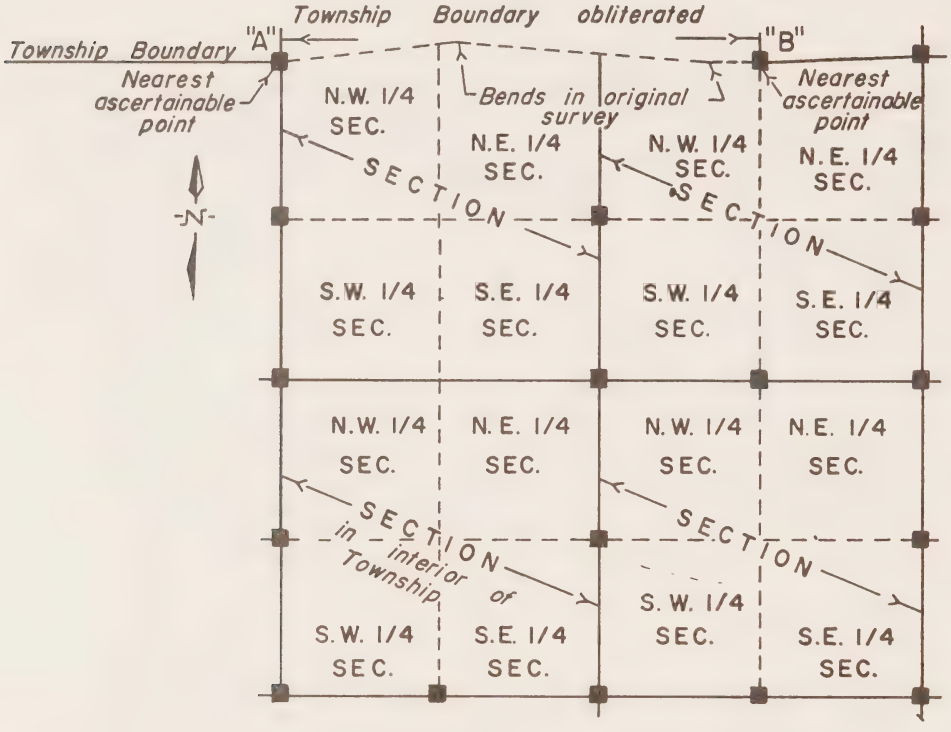
R.R.O. 1970, Reg. 808, Meth. 154.

METHOD 155

1. Section 44, subsection 1, paragraph 5, to re-establish a part of an obliterated township boundary in a sectional township with sections and quarter sections without road allowances between sections and no evidence of the township boundary exists.

2. Join the nearest ascertainable points of the township boundary as intended in the original survey.

3. SKETCH




Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

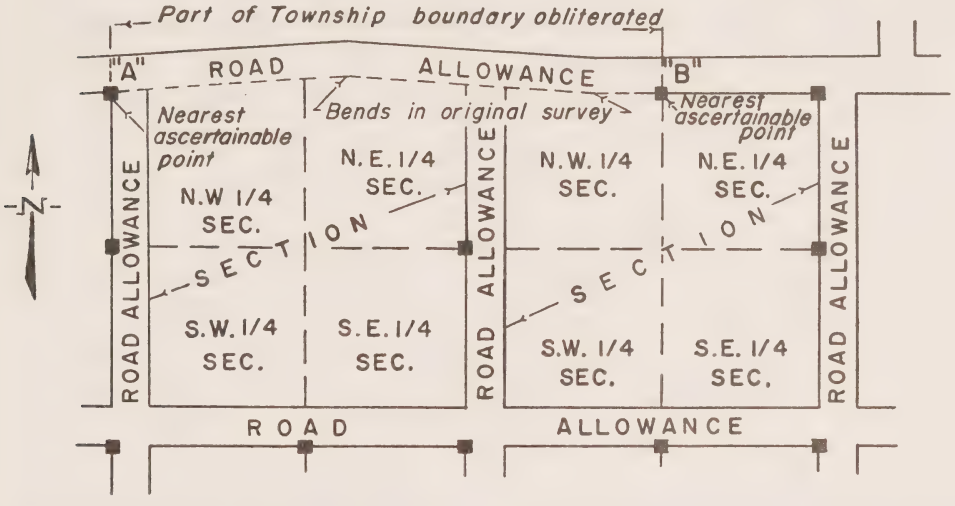
R.R.O. 1970, Reg. 808, Meth. 155.

METHOD 156

1. Section 44, subsection 1, paragraph 5, to re-establish a part of an obliterated township boundary in a sectional township with sections and quarter sections and with road allowances between the sections and no evidence of the township boundary exists.

2. Join the nearest ascertainable points of the township boundary as intended in the original survey, having due regard for any road allowance made in the original survey between the sections.

3. SKETCH




Re-establish by joining the nearest ascertainable points A and B as intended in the original survey, having due regard for any road allowance made in the original survey.

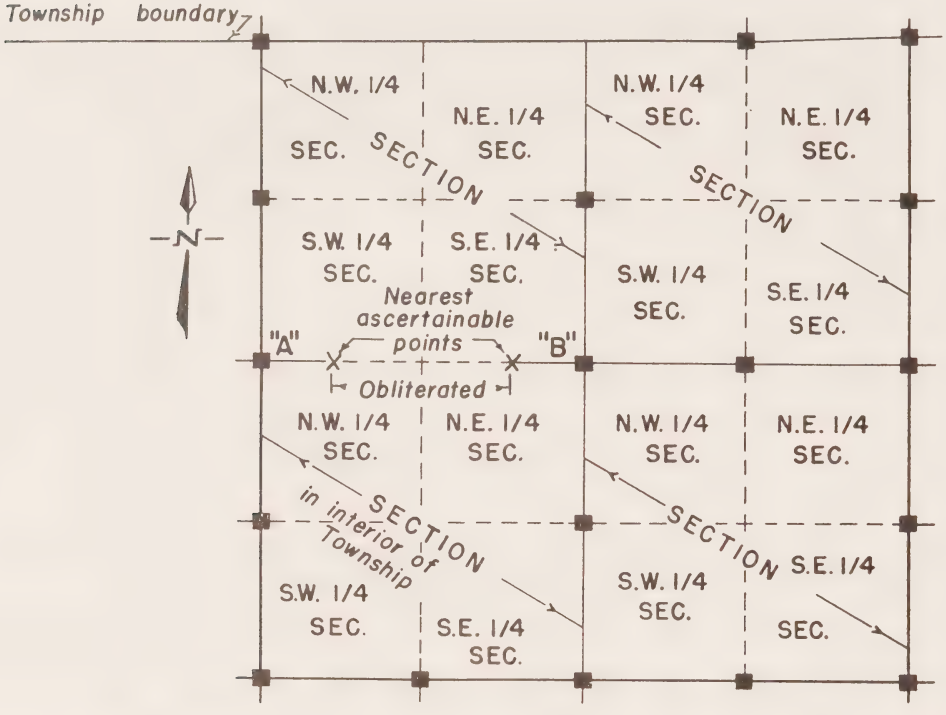
R.R.O. 1970, Reg. 808, Meth. 156.

METHOD 157

1. Section 44, subsection 1, paragraph 6, to re-establish a part of an obliterated section boundary in a sectional township with sections and quarter sections without road allowances between sections in the interior of a township and no evidence of the section boundary exists.

2. Join the nearest ascertainable points of the section boundary as intended in the original survey.

3. SKETCH




Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

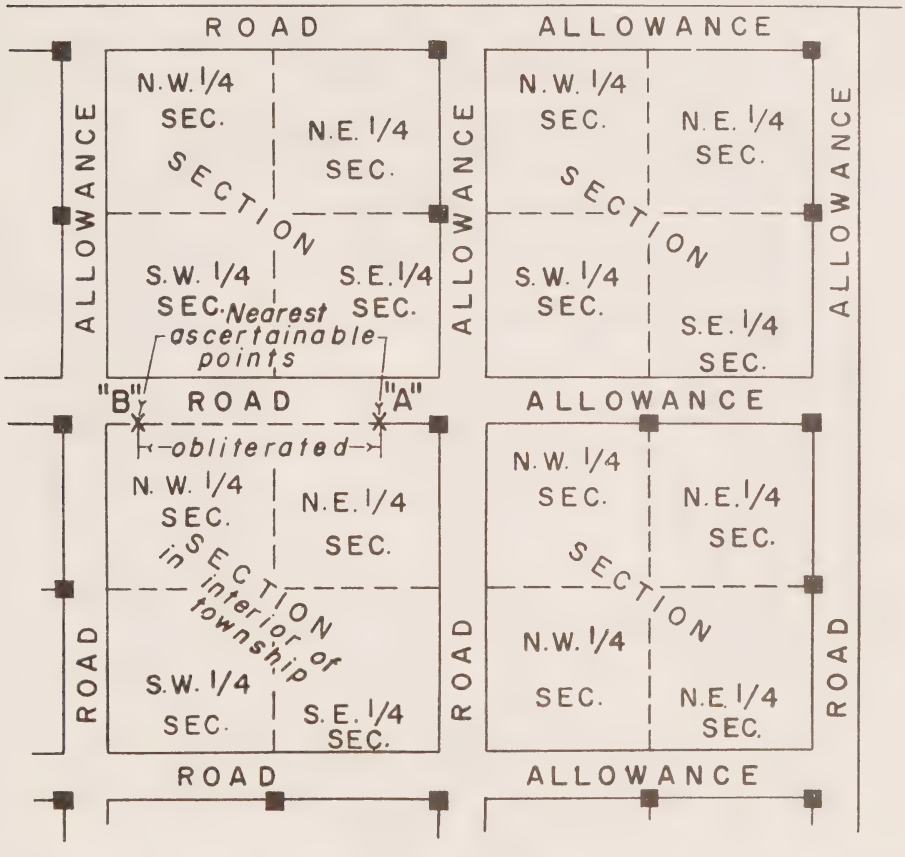
R.R.O. 1970, Reg. 808, Meth. 157.

METHOD 158

1. Section 44, subsection 1, paragraph 6, to re-establish a part of an obliterated section boundary in a sectional township with sections and quarter sections and with road allowances between sections in the interior of a township surveyed in the original survey and no evidence of the section boundary exists.

2. Join the nearest ascertainable points of the section boundary as intended in the original survey.

3. SKETCH




Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

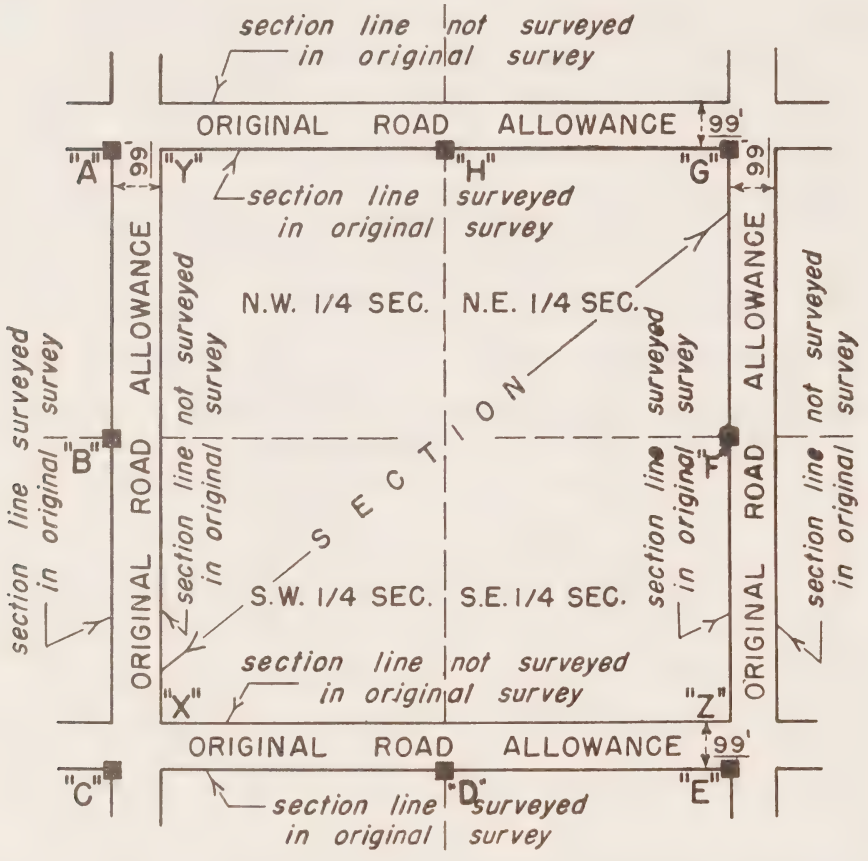
R.R.O. 1970, Reg. 808, Meth. 158.

METHOD 159

1. Section 44, subsection 2, to establish an original section line on the north or east side of the original road allowance in a sectional township with sections and quarter sections and with road allowances between sections defined in Method 145 and not surveyed in the original survey.

2. Measure the width of the road allowance shown on the original plan and field notes from the section line on the south or west side, as the case may be, of the original road allowance.

3. SKETCH




To establish section boundaries X-Y and X-Z not surveyed in the original survey, measure the width of the original road allowance shown on the original plan and field notes from the section boundaries A-B-C and C-D-E, respectively, both of which were surveyed in the original survey.

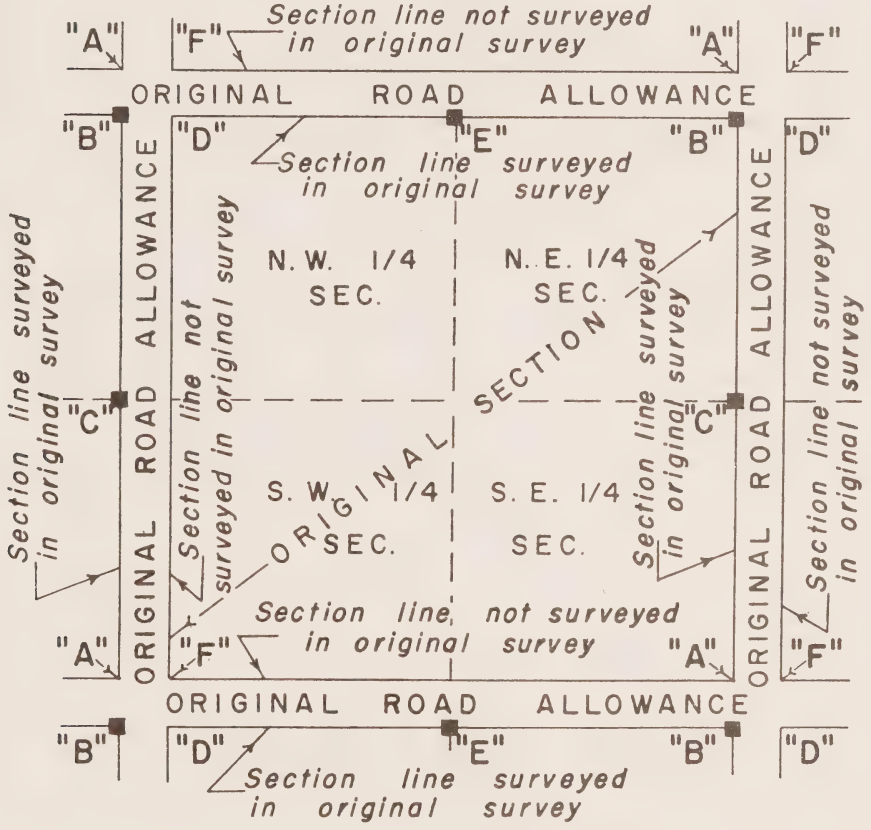
R.R.O. 1970, Reg. 808, Meth. 159.

METHOD 160

1. Section 45, clause *a*, to establish a corner of a section shown on the original plan and field notes in a sectional township with sections and quarter sections and with road allowances between sections defined in Method 145 on a section line not surveyed in the original survey.

2. Measure the widths of the road allowances shown on the original plan and field notes from the two section corners of the adjacent sections on the opposite sides of the road allowances.

3. SKETCH




At points B, C and E survey posts were generally planted in the original survey on section lines surveyed in the original survey.

Points A and D on section lines surveyed in the original survey were established but not usually posted in the original survey. Establish section corners at points F by measuring the widths of the road allowances shown on the original plan and field notes from the section corners at points A and D.

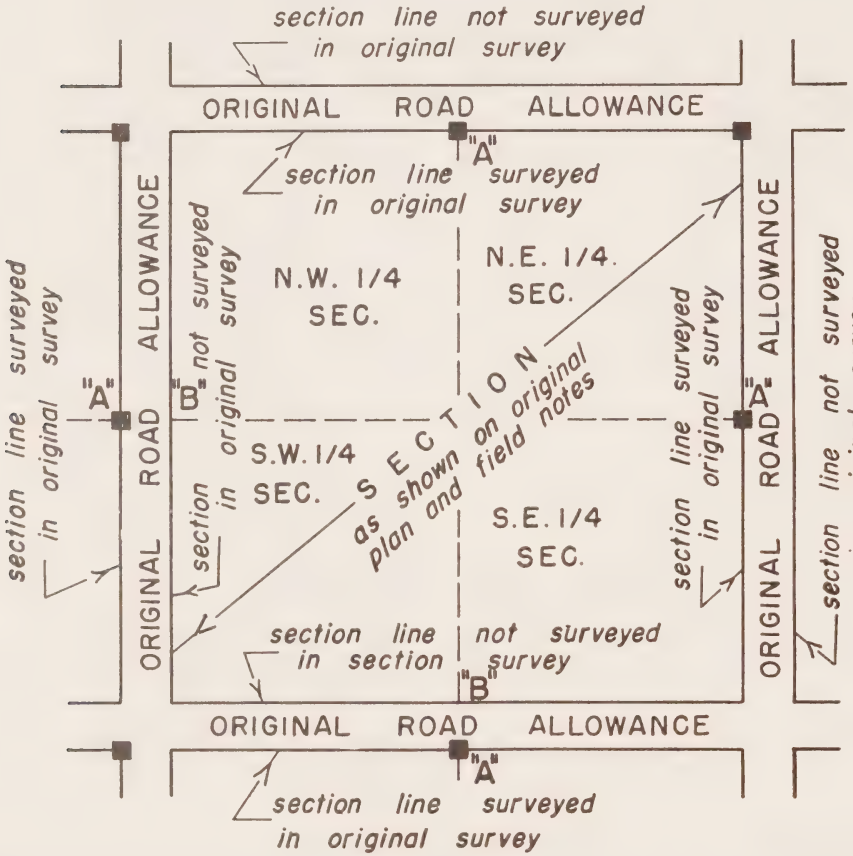
R.R.O. 1970, Reg. 808, Meth. 160.

METHOD 161

1. Section 45, clause *b*, to establish a corner of a quarter section shown on the original plan and field notes in a sectional township with sections and quarter sections and with road allowances between the sections defined in Method 145 on a section line not surveyed in the original survey.

2. Measure the width of the road allowance as shown on the original plan and field notes from the opposite quarter section corner on the other side of the road allowance and join a straight line between that quarter section corner and the opposite quarter section corner at the other side of the section.

3. SKETCH




Establish quarter section corners at points B by joining straight lines between quarter section corners at points A which are opposite to each other and measuring along such lines the width of the road allowances as shown on the original plan and field notes.

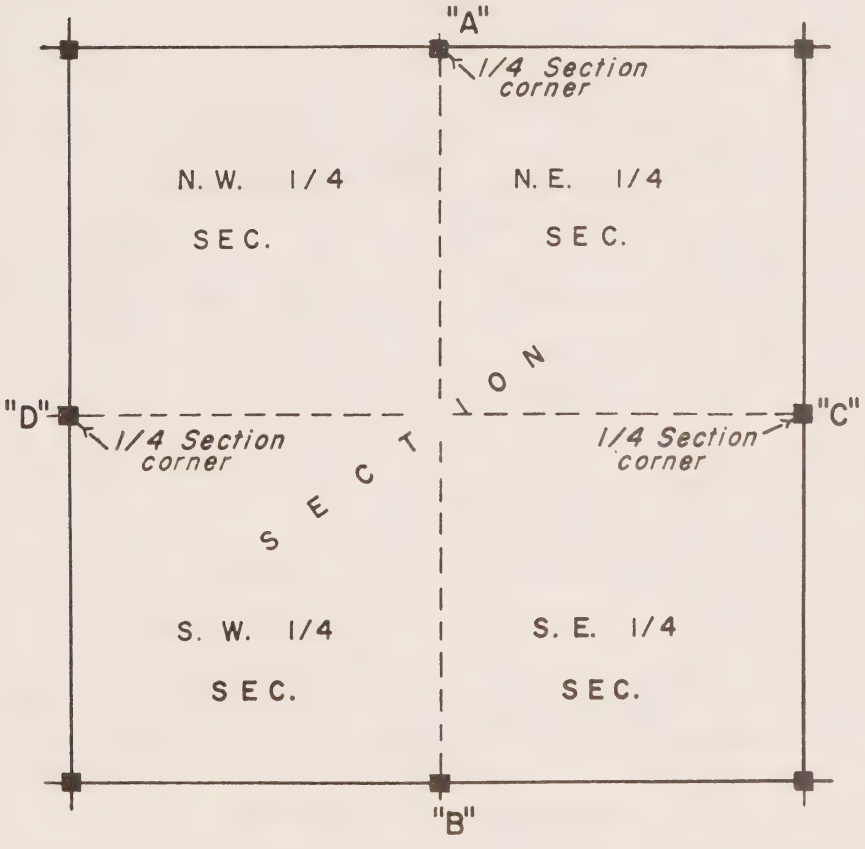
R.R.O. 1970, Reg. 808, Meth. 161.

METHOD 162

1. Section 46, to establish the interior boundaries of half sections or quarter sections in a sectional township with sections and quarter sections without road allowances between the sections.

2. Connect the opposite quarter section corners on the boundaries of the section by straight lines.

3. SKETCH




Establish interior boundary of ½ section by connecting points A and B by a straight line.

Establish interior boundaries of ¼ sections by connecting points A and B and C and D by straight lines.

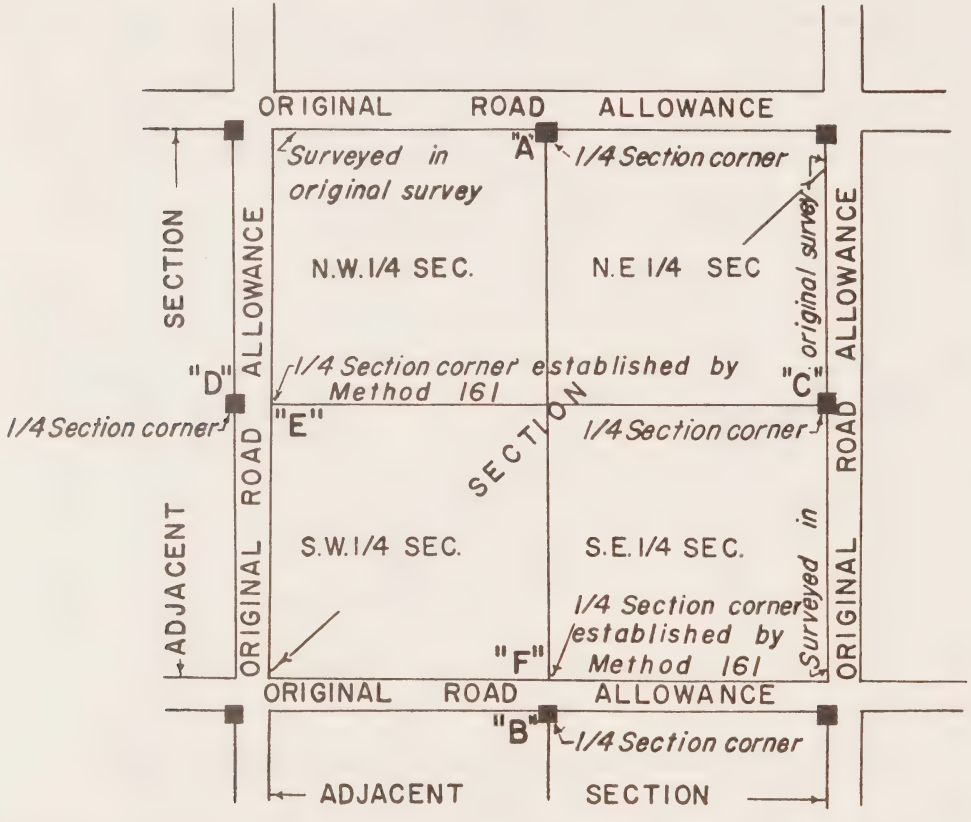
R.R.O. 1970, Reg. 808, Meth. 162.

METHOD 163

1. Section 46, to establish the interior boundaries of half sections or quarter sections in a sectional township with sections and quarter sections and with road allowances between the sections.

2. Connect the opposite quarter section corners on the surveyed section boundaries of the section and the quarter section corners on the surveyed boundaries of the adjacent sections opposite the quarter section corners in the sections which were not posted in the original survey.

3. SKETCH




Establish interior boundaries of a half section by connecting ¼ section corners at A and B or C and D with a straight line.

Establish interior boundaries of the ¼ sections by connecting ¼ section corners A and B and C and D with straight lines.

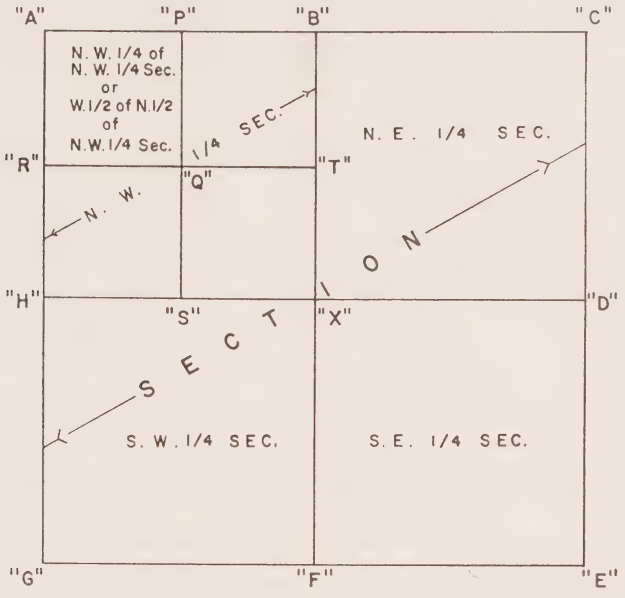
R.R.O. 1970, Reg. 808, Meth. 163.

METHOD 164

1. Section 47, subsection 1, to determine the aliquot part of a quarter section in a sectional township with sections and quarter sections.

2. The aliquot part of a quarter section is the aliquot part of the frontage or the depth between the quarter section corners determined by survey whether or not the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3. SKETCH




North west ¼ section A, B, X, H contains by measurement 162 acres and is described in grant as 160 acres.

North west ¼ of the north west ¼ section or the west half of the north half of the north west ¼ section shall be determined by aliquot division of the frontage and depths as follows:

Distance A-P ½ distance A-B
Distance A-R ½ distance A-H
Distance B-T ½ distance B-X
Distance H-S ½ distance H-X

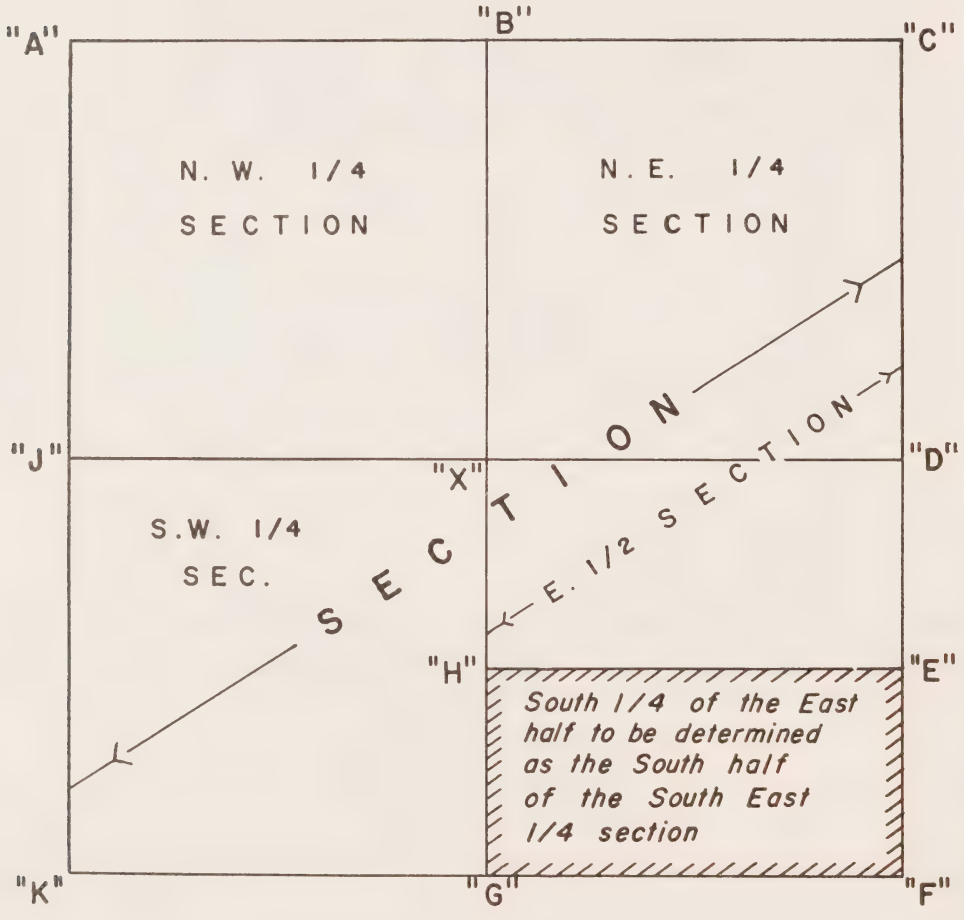
R.R.O. 1970, Reg. 808, Meth. 164.

METHOD 165

1. Section 47, subsection 2, to define the aliquot part of a half section in a sectional township with sections and quarter sections.

2. The aliquot part of a half section is the aliquot part of the frontage or depth between the quarter section corners of the quarter sections forming the half section as determined by survey whether or not the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3. SKETCH




East half of section B-C-F-G contains by survey 322 acres and is expressed in a grant as 320 acres.

The south quarter of the east half shall be determined by survey as the south half of the south east quarter section as follows:

Establish quarter section corners X and D and fix E-F as ½ of D-F and H-G as ½ of X-G.

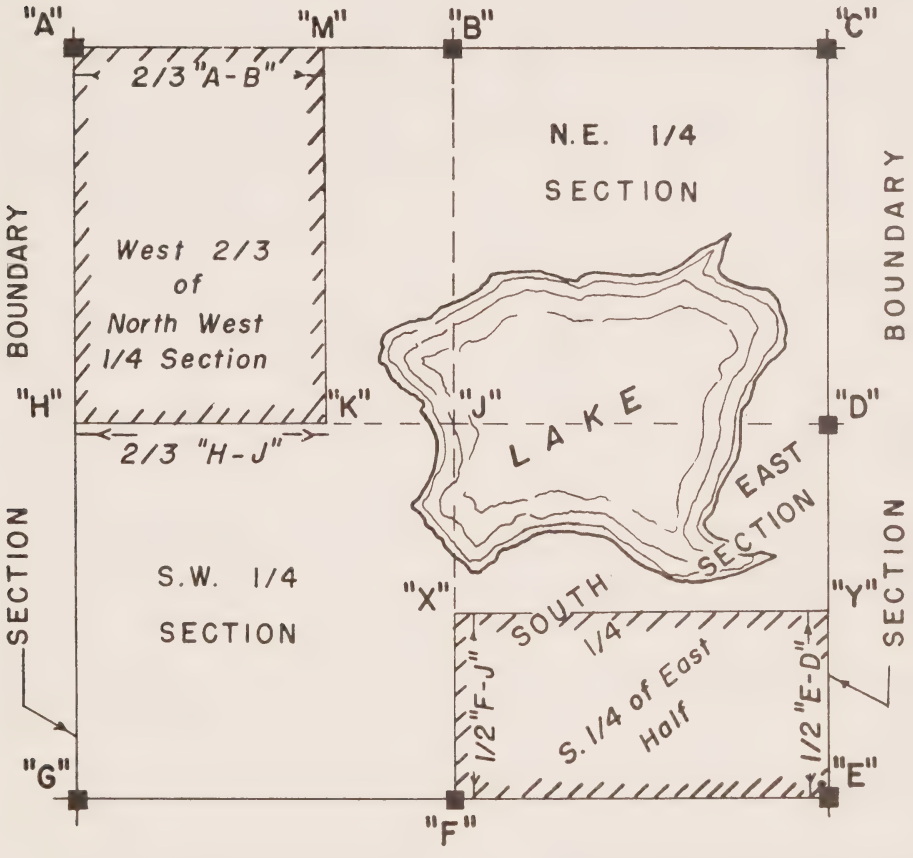
R.R.O. 1970, Reg. 808, Meth. 165.

METHOD 166

1. Section 47, subsection 3, to establish the boundaries of aliquot parts of a quarter section or a half section in a sectional township with sections and quarter sections.

2. Connect by straight lines the points opposite each other on the boundaries of each quarter section determined by dividing the frontage and depth along each boundary of each quarter section into aliquot parts.

3. SKETCH




Interior boundary of the west ⅔ A-M-K-H of the north west quarter section A-B-J-H shall be surveyed by joining with a straight line points M and K which points fix the aliquot division of depth along the quarter section boundaries A-B and H-J, respectively.

Interior boundary of the south ¼ X-Y-E-F of the east ½ B-C-E-F shall be surveyed by joining with a straight line the midway points X and Y of the south east quarter section boundaries J-F and D-E, respectively.

R.R.O. 1970, Reg. 808, Meth. 166.

# REGULATION 929

under the Surveys Act

THE ONTARIO CO-ORDINATE SYSTEM

**1.** In this regulation,

(*a*) "co-ordinate survey" means a survey made for the purpose of establishing the location of points on the surface of the earth by geographic or grid co-ordinates;

(*b*) "System" means the Ontario Co-ordinate System. R.R.O. 1970, Reg. 809, s. 1.

**2.**—(1) The system of co-ordinate surveys known as the Ontario Co-ordinate System is continued. R.R.O. 1970, Reg 809, s. 2 (1), *revised*.

(2) The System is a universal transverse Mercator projection modified to a 3 degree zone of the Clarke spheroid of 1866. R.R.O. 1970, Reg. 809, s. 2 (2).

**3.**—(1) For the purposes of identification of co-ordinates of points in the System, Ontario is divided into ten zones that are numbered 8 to 17.

(2) The reference meridian for a zone mentioned in an item of column 1 of Schedule 1 is the meridian of longitude shown opposite thereto in column 2 of the item and is the Y-axis of the zone.

(3) The X-axis of a zone is the equator.

(4) Subject to subsection (5), a zone is the part of Ontario lying within the limits of a 3 degree zone on the Clarke spheroid of 1866.

(5) Zones 10 and 11 do not extend north of and zones 12 and 13 do not extend south of a line described as follows:

Beginning at the intersection of the boundary between Ontario and Quebec with meridian of longitude 79° 30′; thence south along that meridian to parallel of latitude 47° 00′; thence west along that parallel to meridian of longitude 80° 15′; thence south along that meridian to parallel of latitude 46° 00′; thence west along that parallel to its intersection with the boundary between Canada and the United States of America. R.R.O. 1970, Reg. 809, s. 3.

**4.** In the System, the scale factor at a reference meridian is 0.99990. R.R.O. 1970, Reg. 809, s. 4.

**5.** In the System, the co-ordinates of a point,

(*a*) depend upon and shall be adjusted to the North American datum, 1927 adjustment;

(*b*) shall be expressed in feet and decimals of a foot; and

(*c*) shall be expressed as two terms, the first being the X or easting co-ordinate and the second being the Y or northing co-ordinate. R.R.O. 1970, Reg. 809, s. 5.

**6.** In the System, the origin of co-ordinates in a zone is the intersection of the reference meridian of the zone and the equator and has a northing co-ordinate of zero feet and an easting co-ordinate of 1,000,000 feet. R.R.O. 1970, Reg. 809, s. 6.

**7.** In the System, the direction of a line shall be expressed as a grid azimuth. R.R.O. 1970, Reg. 809, s. 7.

**8.**—(1) In the System, in converting metres to feet the number of metres shall be divided by 0.3048000.

(2) In the System, in converting feet to metres the number of feet shall be divided by 3.2808399. R.R.O. 1970, Reg. 809, s. 8.

**Schedule 1**

| Item | Column 1 | Column 2 |
|---|---|---|
| | Zone | Reference Meridian |
| 1 | 8 | 73° 30′ |
| 2 | 9 | 76° 30′ |
| 3 | 10 | 79° 30′ |
| 4 | 11 | 82° 30′ |
| 5 | 12 | 81° 00′ |
| 6 | 13 | 84° 00′ |
| 7 | 14 | 87° 00′ |
| 8 | 15 | 90° 00′ |
| 9 | 16 | 93° 00′ |
| 10 | 17 | 96 00′ |

R.R.O. 1970, Reg. 809, Sched. 1.

# REGULATION 930

## under the Teachers' Superannuation Act

### GENERAL

#### ELECTIONS

**1.**—(1) In this section, "secretary" means the secretary of The Ontario Teachers' Federation.

(2) On or before the 1st day of April in each year, the secretary shall publish in such newspapers and other publications having a general circulation in the teaching profession and in such form as is deemed proper a notice regarding the nomination of candidates for the election to be held in the current year.

(3) Nominations for candidates shall be in writing and sent by prepaid mail or delivered to the secretary.

(4) Nominations received by the secretary after the 20th day of April shall not be accepted.

(5) Every nomination shall be signed by,

(*a*) at least ten persons qualified to vote at the election who are employees of not fewer than five different boards, and all or any of such persons may sign one nomination paper or separate nomination papers; or

(*b*) the president and secretary of the affiliated body of The Ontario Teachers' Federation that is concerned in the election acting under the authority of a resolution passed at the annual meeting of such body.

(6) Every person,

(*a*) whose name appears in the official membership list of the affiliated body of The Ontario Teachers' Federation that is concerned in the election, such list being correct as of the 1st day of May of the year of the election; or

(*b*) whose name, because of the nature of his employment, does not appear in the list but who has contributed to the Fund for the month of March of the year of the election,

and no other person, is qualified to vote at the election.

(7) A printed ballot paper in Form 1, accompanied by a return envelope addressed to the secretary and marked "ballot paper", shall be mailed on or before the 14th day of May by the secretary to every person who is qualified to vote at the election.

(8) Every person may vote for a candidate by marking an X opposite the candidate's name on the ballot paper, enclosing the ballot paper in the return envelope, sealing the envelope, and sending it by prepaid mail or delivering it to the secretary.

(9) Any number of envelopes may be sent or delivered to the secretary in a single package. R.R.O. 1970, Reg. 810, s. 1 (1-9).

(10) Votes cast upon ballot papers received by the secretary after the 11th day of June shall not be counted.

(11) All ballot papers received by the secretary on or before the 11th day of June shall be opened in the presence of the secretary and at least a majority of the elected members of the Commission whose offices are not affected by the election then being held, at a meeting called by the secretary, who shall act as chairman. O. Reg. 514/80, s. 1.

(12) The secretary and the elected members mentioned in subsection (11) are responsible for the counting of the votes cast and for the determination of the result of the election which they shall report in writing to the Minister.

(13) Any candidate and a representative of the affiliated body of The Ontario Teachers' Federation that is concerned in the election may be present at the opening of the ballot papers and the counting of the votes or may be represented thereat by any person qualified to vote at the election who is appointed in writing by the candidate or by the affiliated body, as the case may be. R.R.O. 1970, Reg. 810, s. 1 (12, 13).

#### ACCOUNTS AND RECORDS

**2.** The Director of the Commission shall keep,

(*a*) a complete record for each contributor;

(*b*) books showing all amounts received as payments into the Fund and deposited on account of the Fund, and all cheques issued against the account of the Fund;

(*c*) books showing,

(i) the capital of the Fund, the amounts received from the contributors, and the amounts, including interest, received from the Treasurer of Ontario,

(ii) the cash to the credit of the Fund,

(iii) the payments made as allowances,

(iv) the payments made as refunds, and

(v) the payments made as administration expenses of the Commission; and

(*d*) such other accounts and records as the Commission may require. R.R.O. 1970, Reg. 810, s. 2; O. Reg. 195/72, s. 1.

APPLICATIONS AND ALLOWANCES

**3.**—(1) Every application for a superannuation or disability allowance shall be in Form 2.

(2) Every application for a dependant's allowance shall be in Form 3 or 4, as the case may be. R.R.O. 1970, Reg. 810, s. 3 (1, 2).

(3) Every applicant for an allowance shall furnish with his application,

(*a*) a birth certificate or such other proof of age as the Commission may require unless proof of age has been accepted previously by the Commission;

(*b*) in the case of a married teacher, similar proof of the date of marriage and of the age of the spouse;

(*c*) in the case of an application for a dependant's allowance following the death of a person while employed, similar proof of the age of the applicant and of the age of the person in respect of whose service the application is made and of the date of marriage of the deceased person;

(*d*) in the case of a joint annuity under section 38 of the Act, similar proof of the age of the joint annuitant; and

(*e*) where the Commission so requires, documentary evidence from the employing boards, showing places and dates of employment. R.R.O. 1970, Reg. 810, s. 3 (3); O. Reg. 195/72, s. 2.

APPLICATIONS FOR REFUNDS

**4.**—(1) Every application for a refund shall be in Form 5.

(2) Every applicant for a refund shall furnish with his application a birth certificate or such other proof of age as the Commission may require unless proof of age has been accepted previously by the Commission. R.R.O. 1970, Reg. 810, s. 4.

INFORMATION TO BE FURNISHED

**5.** The Commission by notice in Form 6 may require any person who is a contributor to or in receipt of an allowance from the Fund, or any applicant for an allowance or a refund, or any board, to furnish the Commission with such information as may be required, and the person, applicant or board so required to furnish information shall do so in accordance with the notice. R.R.O. 1970, Reg. 810, s. 5.

ABSENCE

**6.**—(1) A person who has been absent from duty because of ill health and who was not paid by his board for a period or periods during such absence and who returned to duty for not less than twenty school days in a school year may make contributions to the Fund for such period or periods up to but not exceeding a total of six months in the triennium immediately following the first suspension of salary and a total of six months in any succeeding triennium, and the amount of the contributions shall be calculated according to the rate of salary he was receiving when the absence from duty commenced or the rate of salary he would have received under the salary schedule applicable if he had remained on duty. R.R.O. 1970, Reg. 810, s. 6 (1).

(2) A person who has been absent from duty because of pregnancy or the adoption of a child and who was not paid by the person's board for a period or periods during such absence and who returned to duty for not less than twenty school days in a school year may make contributions to the Fund for such period or periods up to but not exceeding a total of six months in the triennium immediately following the first suspension of salary and a total of six months in any succeeding triennium, and the amount of the contributions shall be calculated according to the rate of salary the person was receiving when the absence from duty commenced or the rate of salary the person would have received under the salary schedule applicable if such person had remained on duty. O. Reg. 957/75, s. 1 (1).

(3) A person who has been absent from duty because of duty as a juror or as a member of the Legislative Assembly of Ontario, of the House of Commons of Canada, of the council of a municipality or of a local board as defined in the *Municipal Affairs Act*, and who was not paid by his board for a period or periods during such absence and who returned to duty for not less than twenty school days in a school year may make contributions to the Fund for such period or periods, and the amount of the contributions shall be calculated according to the rate of salary he was receiving when the absence from duty commenced or the rate of salary he would have received under the salary schedule applicable if he had remained on duty. O. Reg. 957/75, s. 1 (2).

(4) A person who holds an interim or permanent certificate valid in Ontario may,

(*a*) where he was absent from duty in order to travel and the purpose of the travel was approved by the Commission and he returned to duty for not less than twenty school days in a school year, make contributions to the Fund for not more than one year of such absence; or

(*b*) where he was absent from duty in order to take a course of study approved by the Commission and he returned to duty for not less than twenty school days in a school year, make contributions to the Fund for not more than two years of such absence, provided that in respect of an absence of more than one year he shall, in addition to his contributions, pay into the Fund in lieu of the sum payable by the Treasurer for such period an amount equal to his contributions made in respect of the portion of his absence in excess of one year,

and the amount of his contributions shall be calculated according to the rate of salary he was receiving when the absence from duty commenced or the rate of salary he would have received under the salary schedule applicable if he had remained on duty.

(5) A person who has contributed to the Fund for ten years or more and who was absent from duty for a period of leave under a by-law of his board and received salary from his board for the period of absence at a lower rate than that which he would otherwise have received, and who resumed his duties for not less than twenty school days in a school year may, where such leave was granted for any purpose other than in order to take a course of study, make contributions to the Fund of the amount required to make up the total contribution that he would have made in respect of not more than one year of the absence from duty if he had not been absent from duty, failing which he is entitled to credit in the Fund for only that proportion of the period of absence from duty that the salary he received bears to the salary he would have received if he had remained on duty.

(6) A person who has contributed to the Fund for ten years or more and who was absent from duty for a period of leave under a by-law of his board and received salary from his board for the period of absence at a lower rate than that which he would otherwise have received and who resumed his duties for not less than twenty school days in a school year may, where such leave was granted in order to take a course of study, make contributions to the Fund of the amount required to make up the total contribution that he would have made in respect of not more than two years of the absence from duty if he had not been absent from duty, provided that in respect of an absence of more than one year he shall, in addition to his contributions, pay into the Fund in lieu of the sum payable by the Treasurer for such period an amount equal to his contributions made in respect of that portion of his absence in excess of one year and, if he fails to make such contributions, he is entitled to credit in the Fund for only that proportion of the period of absence from duty that the salary he received bears to the salary he would have received if he had remained on duty. R.R.O. 1970, Reg. 810, s. 6 (4-6).

**7.**—(1) A person who ceased to be employed because of ill health and who was again employed for not less than twenty school days in a school year may make contributions to the Fund for the period or periods of unemployment up to but not exceeding a total of six months in the triennium immediately following his leaving employment and a total of six months in any succeeding triennium, and the amount of the contributions shall be calculated according to the rate of salary he was receiving when he ceased to be employed or the rate of salary he would have received under the salary schedule applicable if he had not ceased to be employed. R.R.O. 1970, Reg. 810, s. 7 (1).

(2) A person who ceased to be employed because of pregnancy or the adoption of a child and who was again employed for not less than twenty school days in a school year may make contributions to the Fund for the period or periods of unemployment up to but not exceeding a total of six months in the triennium immediately following the cessation of employment and a total of six months in any succeeding triennium, and the amount of the contributions shall be calculated according to the rate of salary the person was receiving at the time of the cessation of employment or the rate of salary the person would have received under the salary schedule applicable if no cessation of employment had occurred.

(3) A person who ceased to be employed because of duty as a member of the Legislative Assembly of Ontario, of the House of Commons of Canada, of the council of a municipality or of a local board as defined in the *Municipal Affairs Act*, and who was again employed for not less than twenty school days in a school year may make contributions to the Fund for the period or periods of unemployment, and the amount of the contributions shall be calculated according to the rate of salary he was receiving when he ceased to be employed or the rate of salary he would have received under the salary schedule applicable if he had not ceased to be employed. O. Reg. 957/75, s. 2.

(4) A person who holds an interim or permanent certificate valid in Ontario may,

(*a*) where he ceased to be employed in order to travel and the purpose of the travel was approved by the Commission and he was again employed for not less than twenty school days in a school year, make contributions to the Fund for not more than one year of the period or periods of unemployment; or

(*b*) where he ceased to be employed in order to take a course of study approved by the Commission and he was again employed for not less than twenty school days in a school year, make contributions to the Fund for not more than two years of the period or periods of unemployment, provided that in respect of an absence of more than one year he shall, in addition to his contributions, pay into the Fund in lieu of the sum payable by the Treasurer for such period an amount equal to his contributions made in respect of that portion of his absence in excess of one year,

and the amount of his contributions shall be calculated according to the rate of salary he was receiving when he ceased to be employed or the rate of salary he would have received under the salary schedule applicable if he had not ceased to be employed. R.R.O. 1970, Reg. 810, s. 7 (4).

**8.**—(1) Any contribution authorized by section 6 or 7 may be made without interest if made within one year of the return to duty or the re-employment, as the case may be, or with interest from the return to duty or the re-employment if made after the expiration of such one-year period but within two years of the return to duty or the re-employment. O. Reg. 195/72, s. 4 (1).

(2) In computing the allowance to which a person who has made contributions under section 6 or 7 or his dependant is entitled, credit shall be given only for that part of the period or periods of absence from duty or unemployment in respect of which he was entitled to make and made contributions. R.R.O. 1970, Reg. 810, s. 8 (2).

(3) A person is not entitled to contribute in respect of more than a total of two years under subsections 6 (4), (5) and (6) and subsection 7 (4). O. Reg. 195/72, s. 4 (2).

(4) A person is not entitled to make contributions in respect of any succeeding triennium under subsection 6 (1) or (2) or subsection 7(1) or (2) unless the person returned to duty or was re-employed, as the case may be, for not less than twenty school days in a school year during the succeeding triennium.

(5) Where a person has commenced but has not completed his payments into the Fund under this section and withdraws from the profession or dies, he or his estate, as the case may be, is entitled to a refund without interest of an amount equal to the amount so paid in.

(6) Any amount paid into the Fund under this section as interest shall not form part of any refund. R.R.O. 1970, Reg. 810, s. 8 (4-6).

CREDITS FOR OUTSIDE SERVICES

**9.**—(1) A person who has been employed within the meaning of the Act for at least ten years may include, for every purpose relating to an annual allowance, similar service not exceeding ten years, in any province of Canada or in any other part of the Commonwealth or in any school maintained by the Government of Canada for children of members of the armed forces of Canada, for Indians or for inmates of penal institutions, if he is not or will not be in receipt of a pension from another pension fund for that period of service, and

(*a*) if within ten years from the date he became employed in Ontario following the period of such service or before he goes on pension, as the case may be, he has paid into the Fund for each year of that service after the 1st day of April, 1917, a sum of money calculated on the rate of salary actually received during the first year of service in Ontario following his return to employment after his service outside Ontario or, if he does not return to service in Ontario following his period of employment outside Ontario, then on the rate of salary received during his last year of employment in Ontario or $2,000, whichever is the greater, and at a rate equal to the total of the rate applicable to a teacher employed in Ontario and the rate paid by the Treasurer on his behalf in the year or years concerned, with interest; or

(*b*) if, where he had credit in the Fund for at least twenty days in a school year before the 1st day of September, 1940, and has not made the payment referred to in clause (*a*), he has paid into the Fund, or has agreed to pay through a reduction in his annual allowance, an amount equal to the reserve that would have been accumulated in the Fund for a person of the same age, for the same period of employment, as certified by the actuary.

(2) A person who has been employed within the meaning of the Act for at least ten years of his service may include, for every purpose relating to an annual allowance, teaching or supervisory service, not exceeding ten years, in a foreign country,

(*a*) if such service has been approved by the Commission;

(*b*) if he did not contribute in respect of such service to any other pension fund; and

(*c*) if within ten years from the date he became employed in Ontario following the period of such service or before he goes on pension, as the case may be, he has paid into

the Fund for each year of such service after the 1st day of April, 1917, a sum of money calculated on the rate of salary actually received during the first year of service in Ontario following his return to employment after his service outside Ontario or, if he does not return to service in Ontario following his period of employment outside Ontario, then on the rate of salary received during his last year of employment in Ontario or $2,000, whichever is the greater, and at a rate equal to the total of the rate applicable to a teacher employed in Ontario and the rate paid by the Treasurer on his behalf in the year or years concerned, with interest. R.R.O. 1970, Reg. 810, s. 9 (2); O. Reg. 902/75, s. 1 (1).

(3) The service that may be included under subsections (1) and (2) by a person referred to therein is limited to a total of ten years. O. Reg. 902/75, s. 1 (2).

(4) A person who is a contributor to the Fund may include, for every purpose relating to an annual allowance, teaching service in any designated private school,

(*a*) if he was qualified at the time of such service as a teacher under the Acts and regulations administered by the Ministry; and

(*b*) if within ten years from the date of designation of the school or from the date on which the person became a contributor to the Fund subsequent to the date of designation of the school he has paid into the Fund for every year of such service after the 1st day of April, 1917, a sum of money calculated on the rate of salary received during the first year of contribution to the Fund following the period of service for which he is obtaining credit or on $2,000, whichever is the greater, and at a rate equal to the total of the rate applicable to a teacher employed in Ontario and the rate paid by the Treasurer on his behalf in the year or years concerned, with interest.

(5) In every case under subsection (4), the total of all service in any designated private school shall be included.

(6) Where a person has completed or has commenced but not completed his payments into the Fund under this section and withdraws from the profession or dies before being employed for at least the minimum period prescribed in this section, he or his estate is entitled to a refund of an amount equal to the amounts paid in together with interest thereon at 3 per cent per annum compounded half-yearly.

(7) Where a person has commenced but has not completed his payments into the Fund under this section and has been employed for at least the minimum period prescribed in this section, and he or his dependant becomes entitled to an allowance under the Act before the expiration of the period of time in which such payments are to be made, the full period in respect of which the payments under this section are being made shall be included in the calculation of the allowance and an actuarial deduction made from the allowance in respect of the unpaid portion of such payments.

(8) Where a person has commenced but has not completed his payments into the Fund under this section and is employed on the expiration of the period within which the payments were to be made, the agreement under which the payments were being made is void and a refund shall be made on that date of an amount equal to the amounts paid in together with interest thereon at 3 per cent per annum compounded half-yearly. R.R.O. 1970, Reg. 810, s. 9 (4-8).

RECIPROCAL ARRANGEMENTS

**10.**—(1) In this section "reciprocating jurisdiction" means,

(*a*) England and Wales; and

(*b*) Saskatchewan. O. Reg. 195/72, s. 5 (1).

(2) A person whose most recent period of employment was in Ontario and who,

(*a*) has not established credit in the Fund under subsection 9 (1) for all his contributory employment in a reciprocating jurisdiction;

(*b*) has credit in the pension fund of the reciprocating jurisdiction;

(*c*) has credit in the Fund for a period of at least ten years and in the pension fund of the reciprocating jurisdiction for a period of time that, if both periods had been served in Ontario, would have entitled him to a superannuation allowance under the Act; and

(*d*) is or will be in receipt of an allowance from the pension fund of the reciprocating jurisdiction based on his credit in that fund and in the Fund of Ontario,

is entitled to be paid a superannuation allowance under the Act calculated on the basis of his average salary for the seven years during which his salary was highest and for which he has credit in the Fund and the allowance shall bear the same ratio

to the allowance to which he would have been entitled if all his contributory employment had been in Ontario as the number of his years of credit in the Ontario Fund bears to the total number, not exceeding thirty-five, of his years of credit in the Fund and in the fund of the reciprocating jurisdiction, but the superannuation allowance paid under the Act shall not exceed the difference between the allowance that would have been paid if the teacher had served all his period of employment in Ontario and the amount of the allowance received from the pension fund of the reciprocating jurisdiction. R.R.O. 1970, Reg. 810, s. 10 (2).

(3) A person whose most recent period of employment was in a reciprocating jurisdiction and who,

(*a*) has not established credit in the Fund under subsection 9 (1) for any part of his contributory employment in a reciprocating jurisdiction;

(*b*) has credit in the pension fund of the reciprocating jurisdiction;

(*c*) has credit in the Fund and in the pension fund of the reciprocating jurisdiction for a period of time which, if both periods had been served in Ontario, would have entitled him to a superannuation allowance under the Act;

(*d*) is or will be in receipt of an allowance from the pension fund of the reciprocating jurisdiction based on his credit in that fund and in the Fund of Ontario;

(*e*) in the case of an application for a disability allowance, makes the application within two years from the date for which he last contributed to the pension fund of the reciprocating jurisdiction; and

(*f*) in the case of an application for a dependant's allowance, makes the application within two years after the teacher ceased to contribute to the pension fund of the reciprocating jurisdiction on account of ill health, or within one year after he ceased to so contribute for any reason other than ill health if during the year the teacher manifested to the satisfaction of the Commission a *bona fide* intention of becoming employed as soon as possible,

is entitled to be paid a superannuation allowance under the Act calculated on the basis of his average salary for the seven years during which his salary was highest and for which he has credit in the Fund or, where the period for which he has credit in the Fund is less than seven years, on the basis of his average salary for the full period for which he has credit in the Fund, and the allowance shall bear the same ratio to the allowance to which he would have been entitled if all his contributory employment had been in Ontario as the number of his years of credit in the Ontario Fund bears to the total number, not exceeding thirty-five, of his years of credit in the Fund and in the fund of the reciprocating jurisdiction. R.R.O. 1970, Reg. 810, s. 10 (3); O. Reg. 195/72, s. 5 (2).

**11.**—(1) Until the 31st day of August, 1981, the allowance for a school year of a person who has returned to employment under the Act shall be continued in full so long as he is not employed more than twenty days in the school year, but if he is employed more than twenty days, his allowance shall be reduced by one four-hundredth of the annual amount thereof for each day over twenty days in the school year in which he is employed. O. Reg. 631/79, s. 1.

(2) In subsection (1), "school year" means the period of a year commencing on the 1st day of September and ending on the 31st day of August.

(3) Any person to whom subsection (1) applies may, by notice in writing to the Commission, elect to have clause 46 (1) (*a*) of the Act apply to him, in which case subsection (1) does not apply to him.

(4) Any person who has given the notice referred to in subsection (3) may withdraw it at any time by notice in writing to the Commission, in which event it shall be deemed never to have been given and all matters shall be adjusted accordingly. R.R.O. 1970, Reg. 810, s. 11 (3-5).

**12.**—(1) Every person who was on active service in His or Her Majesty's forces in World War II or the Korean War and who is employed is, on producing proof of such service, entitled to credit in the Fund in respect of the period of such service as if it had been a period of employment if such person,

(*a*) on or before the 31st day of August, 1975 in the case of World War II, or on or before the 31st day of December, 1982 in the case of the Korean War; or

(*b*) within ten years of the date of employment following the period of active service,

whichever is the later, pays into the Fund an amount in respect of the period of such service equal to the contributions he would have made if he had been employed, calculated on an annual salary of $2,000 or at the rate of annual salary received upon employment following the period of active service, whichever is greater, with accumulated interest. O. Reg. 218/78, s. 1.

(2) For the purpose of this section, "active service" includes any period immediately after the period of

active service during which the person was receiving medical or surgical treatment from the Government of Canada for a disability sustained on active service and during which he was receiving hospital pay and allowances or the equivalent thereof from the Government of Canada and during which he was incapable of being employed because of such disability.

(3) For the purposes of this section, a person shall be deemed to have been on active service during the whole of the month in which he entered such service and during the whole of the month in which he ceased to be on such service. R.R.O. 1970, Reg. 810, s. 12 (2, 3).

**13.** Where the whole of the amount due under section 12 is not paid into the Fund within the specified time limit, the amount paid in shall be refunded without interest. R.R.O. 1970, Reg. 810, s. 13.

**14.** No person shall be given credit in the Fund in respect of his active service if he is entitled to credit for such service in computing another pension to which the government of Canada or of a province contributes, except a pension granted for a disability resulting from war service. R.R.O. 1970, Reg. 810, s. 14.

**15.**—(1) Where a person who had a right under any regulation made under this Act to establish credit in the Fund for a period of service did not exercise such right in respect of such period of service, the person may, at the time of applying for an annual allowance, pay into the Fund an amount certified by the actuary of the Commission to be equal to the present value of the difference between the annual allowance to which the person is entitled and the annual allowance to which he would have been entitled if he had exercised such right and, where the person pays such amount into the Fund, he is entitled to credit in the Fund for such period of service.

(2) Where a person to whom subsection (1) applies dies before applying for an annual allowance, payment may be made into the Fund of an amount certified by the actuary of the Commission to be equal to the present value of the difference between the annual dependant's allowance to which a dependant of the person is entitled and the annual dependant's allowance to which such dependant would have been entitled if the person had established the credit under the regulation and, where such payment is made, the dependant is entitled to the annual dependant's allowance calculated to include such period of service. O. Reg. 522/73, s. 2.

NONCOMPLYING SCHOOLS

**16.**—(1) The Commission shall not receive any amount in respect of teaching service in a noncomplying school unless the board of the school pays or agrees to pay an amount equal to the total amount of the deductions that should have been made from the salary of every person employed at any time since the 1st day of April, 1917, and that have not been paid to the Commission, with interest.

(2) Where a person applies for an allowance, the period of his employment in a noncomplying school for which contributions should have been paid but were not received shall not count in establishing eligibility or in computing the allowance.

(3) Where the board of a noncomplying school makes deductions for contributions to the Fund from the salaries of persons employed by it and desires to have those persons readmitted to the full privileges of the Fund, the amount due to the fund from the board shall be paid by the board either in one payment or in yearly instalments with interest.

(4) In this section, "noncomplying school" means a school whose board or teachers or both are reported by the Minister to the Commission as having failed to comply with any Act or regulation administered by the Ministry. R.R.O. 1970, Reg. 810, s. 15.

**17.** The following are designated as schools or classes for the purpose of subclause 1 (1) (*d*) (ii) of the Act:

1. The class operated by The Hospital for Sick Children, Toronto, for children whose hearing is impaired.

2. Schools and classes operated by The Metropolitan Toronto and Region Conservation Authority. R.R.O. 1970, Reg. 810, s. 16; O. Reg. 957/75, s. 4.

DESIGNATED CLASSES

**18.** Every class under The Defence Training Board is designated as a class within the meaning of subclause 1 (1) (*d*) (iv) of the Act. R.R.O. 1970, Reg. 810, s. 17.

DESIGNATED BODIES

**19.** The following are designated as associations or bodies under subclause 1 (1) (*d*) (x) of the Act:

1. The Ontario Teachers' Federation.

2. The Canadian Teachers' Federation.

3. Federation of Women Teachers' Associations of Ontario.

4. The Ontario Secondary School Teachers' Federation.

5. The Ontario Public School Men Teachers' Federation.

6. L'Association des enseignants franco-ontariens.

7. The Canadian Education Association.

8. The Ontario English Catholic Teachers' Association.

9. Ontario Educational Association.

10. Federation of Provincial Schools Authority Teachers.

11. Canadian Council for Research in Education. R.R.O. 1970, Reg. 810, s. 18; O. Reg. 195/72, s. 6; O. Reg. 317/78, s. 1; O. Reg. 631/79, s. 2.

**20.** The following are designated as associations or bodies of boards or of school trustees and ratepayers within the meaning of subclause 1 (1) (*d*) (xi) of the Act:

1. L'Association française des Conseils scolaires de l'Ontario.

2. Northern Ontario Public and Secondary School Trustees' Association.

3. Ontario Public School Trustees' Asssociation.

4. Ontario Separate School Trustees' Association.

5. The Ontario School Trustees' Council. R.R.O. 1970, Reg. 810, s. 19; O. Reg. 245/79, s. 1.

**21.** The following are designated as capacities under subclause 1 (1) (*d*) (xii) of the Act:

1. Full-time employees of boards who are not contributors to any other pension fund to which public money is contributed.

2. School attendance counsellors appointed under Part II of the *Education Act*. R.R.O. 1970, Reg. 810, s. 20; O. Reg. 195/72, s. 7.

**22.** The following are designated as capacities and organizations for the purpose of subclause 1 (1) (*d*) (xiii) of the Act:

1. Persons on the staff of Adventure Place who hold a certificate of qualification granted by the Minister.

2. Executive officers of the Ontario Federation of School Athletic Associations.

3. The Chairman of the Ontario Council of Regents for Colleges of Applied Arts and Technology.

4. Supervisors of and directors of educational programming of The Ontario Educational Communications Authority.

5. Officers of the Qualifications Evaluation Council of Ontario.

6. Persons on the staff of Etobicoke Educational Clinic who hold a certificate of qualification granted by the Minister.

7. Persons on the staff of Kerry's Place who hold a certificate of qualification granted by the Minister.

8. Persons on the staff of Glengarda Residential and Day School who hold a certificate of qualification granted by the Minister.

9. The Executive Director of The Children's Rehabilitation Centre of Essex County.

10. Executive officers of The Ontario Association of Education Administrative Officials. R.R.O. 1970, Reg. 810, s. 21; O. Reg. 195/72, s. 8; O. Reg. 529/72, s. 1; O. Reg. 522/73, s. 3; O. Reg. 957/75, s. 5; O. Reg. 218/78, s. 2; O. Reg. 317/78, s. 2; O. Reg. 912/79, s. 1.

DESIGNATED PRIVATE SCHOOLS

**23.** The following are designated private schools for the purposes of the Act:

1. Cathedral School for Boys, Hamilton.

2. Cathedral School for Girls, Hamilton.

3. Alma College, St. Thomas.

4. College Notre-Dame, Sudbury.

5. Pickering College, Newmarket.

6. St. Peter's Private School, Peterborough.

7. St. Joseph's Private School, River Canard.

8. Elmwood School, Rockcliffe Park.

9. Eden Christian College, Niagara-on-the-Lake.

10. Appleby College, Oakville.

11. Ridley College, St. Catharines.

12. Upper Canada College, Toronto.

13. Havergal College, Toronto.

14. Lakefield Preparatory School, Lakefield.

15. Bishop Strachan School, Toronto.

16. Trinity College School, Port Hope.
17. St. Andrew's College, Aurora.
18. Rockway Mennonite School, Kitchener.
19. Albert College, Belleville.
20. Arpin Memorial School, Thunder Bay.
21. Ashbury College, Ottawa.
22. Crescent School, Toronto.
23. St. Mary's Private School, Kitchener.
24. St. Michael's Choir School, Toronto.
25. St. Patrick's College, Ottawa.
26. Bishop Ryan Private School, Hamilton.
27. Neil McNeil Private School, Toronto.
28. St. Anne's Private School, Tecumseh.
29. St. Patrick's Private School, Sarnia.
30. Denis Morris Private School, St. Catharines.
31. Niagara Christian College, Fort Erie.
32. St. Josaphat's Cathedral School, Toronto.
33. St. Michael's College School, Toronto.
34. Ursuline College, Toronto.
35. Ursuline School, Chatham.
36. Catholic Central Private School, London.
37. Brebeuf Private School, Willowdale.
38. Notre Dame Private School, Toronto.
39. St. Jerome's Private School, Kitchener.
40. St. Joseph's Private School, St. Thomas.
41. United Mennonite Educational Institute, Leamington.
42. Nicholson Catholic College, Belleville.
43. Bishop Macdonell School, Guelph.
44. Hillfield-Strathallan School, Hamilton.
45. Michael Power Private School, Islington.
46. North Bay College (Scollard Hall), North Bay.
47. St. John's College, Brantford.
48. Regina Mundi Minor Seminary, London.
49. Regiopolis College, Kingston.
50. St. Francis de Sales Private School, Smiths Falls.
51. St. Joseph's Private School, Barrie.
52. St. Joseph's Private School, Ottawa.
53. St. George's College, Toronto.
54. Notre Dame College School, Welland.
55. F. J. Brennan Private School, Windsor.
56. Branksome Hall School, Toronto.
57. Loretto College School, Toronto.
58. Muskoka Lakes College, Bracebridge.
59. St. Joseph's Morrow Park School, Willowdale.
60. St. Joseph's College School, Toronto.
61. St. Joseph's Private School, Islington.
62. Paul Dwyer Private School, Oshawa.
63. Trafalgar Castle School, Whitby.
64. Madonna Private School, Downsview.
65. St. Theresa's Private School, Midland.
66. Immaculata Private School, Ottawa.
67. Catholic Private School, Pembroke.
68. Craigwood School, Ailsa Craig.
69. Maryvale School, Windsor.
70. O'Gorman Private School, Timmins.
71. Senator O'Connor College School, Scarborough.
72. De La Salle College "Oaklands", Toronto.
73. Mount St. Joseph College, Sault Ste. Marie.
74. Denis O'Connor Private School, Whitby.
75. St. Joseph's Private School, Renfrew.
76. Mount St. Joseph Academy, London.
77. Loretto Abbey, Toronto.
78. St. John's School, Elora.
79. The Peoples Christian School, Willowdale.

80. Chaminade College School, Toronto.

81. St. Mary's Private School, Hamilton.

82. Campanile—Notre Dame Private School, Ottawa.

83. Assumption College School, Windsor.

84. St. Clement's School, Toronto.

85. The Sacred Heart Private School, Walkerton.

86. St. Charles College, Sudbury

87. The Children's Achievement School, Windsor.

88. St. Pius X Private School, Ottawa.

89. Loretto Academy, Niagara Falls.

90. St. Joseph's College, North Bay.

91. Marymount College, Sudbury.

92. St. Mary's College, Sault Ste. Marie.

93. St. Basil The Great College School, Weston.

94. Thomas More Senior Private School, Ottawa.

95. Notre Dame Academy, Waterdown.

96. St. Thomas More Comprehensive School, Hamilton.

97. The Christian Academy of Western Ontario, London.

98. Rosseau Lake School, Rosseau.

99. Cardinal Newman Private School, Scarborough.

100. Cardinal Newman Private School, Hamilton.

101. St. Jean de Brebeuf Comprehensive Private School, Hamilton.

102. Father Henry Carr Private School, Rexdale.

103. St. Margaret's School (Elora), Elora.

104. The Sheila Morrison Schools, Alliston.

105. Holy Name of Mary High School, Mississauga.

106. St. Robert's Private School, Gormley.

107. Assumption High School, Burlington.

108. Heritage Christian School, Lindsay.

109. Appleton Boys' School, Bolton.

110. College Catholique Samuel-Genest, Ottawa.

111. Brother Edmund Rice Secondary Private School, Toronto.

112. Francis Libermann School, Scarborough.

113. Dante Alighieri Academy, Toronto.

R.R.O. 1970, Reg. 810, s. 22; O. Reg. 374/71, s. 1; O. Reg. 195/72, s. 9; O. Reg. 474/72, s. 1; O. Reg. 545/73, s. 1; O. Reg. 673/74, s. 1; O. Reg. 679/75, s. 1; O. Reg. 723/76, s. 1; O. Reg. 958/76, s. 1; O. Reg. 218/78, s. 3; O. Reg. 317/78, s. 3; O. Reg. 779/78, s. 1; O. Reg. 618/79, s. 1; O. Reg. 631/79, s. 3; O. Reg. 81/80, s. 1; O. Reg. 693/80, s. 1.

TEACHERS' ORGANIZATIONS

**24.** The following teachers' organizations are designated for the purpose of clause 2 (2) (*b*) of the Act:

1. The Ontario Secondary School Teachers' Federation for the purpose of electing one member to the Commission in 1983 and in each third year thereafter.

2. The Ontario English Catholic Teachers' Association for the purpose of electing one member to the Commission in 1983 and in each third year thereafter.

3. L'Association des enseignants franco-ontariens for the purpose of electing one member to the Commission in 1983 and in each third year thereafter.

4. The Ontario Public School Men Teachers' Federation for the purpose of electing one member to the Commission in 1981 and in each third year thereafter.

5. The Federation of Women Teachers' Associations of Ontario for the purpose of electing one member to the Commission in 1982 and in each third year thereafter. R.R.O. 1970, Reg. 810, s. 23; O. Reg. 195/72, s. 10; O. Reg. 631/79, s. 4.

**Form 1**

*Teachers' Superannuation Act*

BALLOT PAPER

**FRONT**

| | |
|---|---|
| (In each of these spaces insert the name of one candidate in bold face roman type not smaller | |
| than twelve-point and the name of the school in which the candidate is employed.) | |

**BACK**

Ballot Paper

under the

*Teachers' Superannuation Act*

.....
(Insert year of voting)

R.R.O. 1970, Reg. 810, Form 1.

**Form 2**

*Teachers' Superannuation Act*

SOCIAL INSURANCE NUMBER

.....

APPLICATION FOR A SUPERANNUATION OR DISABILITY ALLOWANCE

1. I,.....of the.....of.....in the
(full name) (city, town, village or township)

.....of.....hereby make application for an allowance under
(county or district as the case may be)

the *Teachers' Superannuation Act.*

2. I was born on the.....day of....., 1.....

3. My last day of full time and supply teaching was the.....day of....., 19...

4. At present I am (*a*) married; (*b*) single; (*c*) widow; (*d*) widower; (*e*) divorced; (*f*) member of a religious order.

Date of spouse's death....., 19....

5. My wife's full maiden name / husband's full name is.....and she / he was born on the.....day of....., 1....

6. I was married on the.....day of....., 19....

7. I have.....children under eighteen years of age. Their names and birthdates are:

.....

.....

.....

8. The complete record of my teaching experience, both full time and supply in Ontario and elsewhere, is as follows:

| Do not make any entry here | From Date | | | To Date | | | Name of School Board |
|---|---|---|---|---|---|---|---|
| | Day | Month | Year | Day | Month | Year | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

9. I have / have not taught outside Ontario. My last inspector was.....

(Complete 10 when applying for a service pension with less than thirty years of teaching)

10. I elect to have my pension commence on the 1st day of....., 19....

11. Subjects taught: Elementary—General, K.P., Aux., Other.....
Secondary—Agric., Classics, Comm., Eng., Geog., Hist., Home Ec., Ind. Arts, Library, Math., Moderns, P.E., Sc., Tech., Other.....

DATED at....., this.....day of....., 19....

.....
(signature of applicant)

.....
(postal address)

R.R.O. 1970, Reg. 810, Form 2; O. Reg. 195/72, s. 11.

**Form 3**

SOCIAL INSURANCE NUMBER

*Teachers' Superannuation Act* .....

APPLICATION FOR A DEPENDANT'S ALLOWANCE

1. I,....., of the.....of.....in the
(full name) (city, town, village or township)

.....of....., hereby make application for a dependant's allow-
(county or district as the case may be)
ance under the *Teachers' Superannuation Act*.

2. I was born on the.....day of....., 1.....

3. (For widows) My full maiden name was.....

4. My husband's / wife's full name was.....

5. My husband / wife was born on the.....day of....., 1.....

6. My husband / wife and I were married on the.....day of....., 19....

7. My husband's / wife's last day of teaching was the.....day of....., 19....

8. The date of my husband's / wife's death was the.....day of....., 19....

9. I have.....children under eighteen years of age. Their names and birthdates are:

.....

.....

.....

10. My husband's / wife's record of teaching experience, in Ontario and elsewhere, is as follows:

| Do not make any entry here | From Date | | | To Date | | | Name of School Board |
|---|---|---|---|---|---|---|---|
| | Day | Month | Year | Day | Month | Year | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

11. I.....taught in the Province of Ontario.
(have/have not)

DATED at....., this.....day of....., 19....

.....
(signature of applicant)

.....
(postal address)

R.R.O. 1970, Reg. 810, Form 3; O. Reg. 195/72, s. 12.

**Form 4**

SOCIAL INSURANCE NUMBER

*Teachers' Superannuation Act* .....

APPLICATION FOR A DEPENDANT'S ALLOWANCE

1. I,....., of the.....of.....in the
(full name) (city, town, village or township)

.....of....., hereby make application for a dependant's allow-
(county or district as the case may be)
ance under the *Teachers' Superannuation Act.*

2. I was born on the.....day of....., 1.....

3. (For widows) My full maiden name was .....

4. My husband's / wife's full name was .....

5. The date of my husband's / wife's death was the.....day of....., 19....

6. I have.....children under eighteen years of age. Their names are:

.....

.....

.....

7. I.....taught in the Province of Ontario.
(have/have not)

DATED at....., this.....day of....., 19....

.....
(signature of applicant)

.....
(postal address)

R.R.O. 1970, Reg. 810, Form 4; O. Reg. 195/72, s. 13.

**Form 5**

*Teachers' Superannuation Act*

APPLICATION FOR REFUND

1. I,....., of the.....of.....in the
(full name including maiden name) (city, etc.)

.....of....., hereby make application for a refund in respect of
(county or district as the case may be)
my contributions to the Teachers' Superannuation Fund.

2. I was born on the.....day of....., 1.....

3. My teaching experience is as follows:

| From date | To date | Name of School Board |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

4. My last day of teaching was the.....day of....., 19....

5. I desire that the refund be paid (*a*) in a lump sum ☐ (*b*) in three instalments ☐

DATED at.....this.....day of....., 19....

.....
(signature of applicant)

.....
(postal address)

Social Insurance Number.....

R.R.O. 1970, Reg. 810, Form 5; O. Reg. 195/72, s. 14.

**Form 6**

*Teachers' Superannuation Act*

NOTICE TO FURNISH INFORMATION

To.....

.....

Please furnish the Commission with the following information:

.....

.....

.....

.....

DATED at.....this.....day of....., 19....

.....
Director

R.R.O. 1970, Reg. 810, Form 6; O. Reg. 195/72, s. 15.

# REGULATION 931

under the Theatres Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "Class A fire door" means a hollow metal, metal-clad, sheet metal, steel or three-ply tin-clad door approved by the Director for installation in openings in fire walls;

(*b*) "Class B fire door" means a hollow metal, metal-clad, sheet metal, steel or two-ply tin-clad door approved by the Director for installation in stairways and vertical communication ways and openings leading thereto, except in fire walls;

(*c*) "film-exchange premises" means premises occupied by, and under the control of, a person operating the business of a film exchange;

(*d*) "newsreel" means a film of one reel in length giving news of recent events and items of public interest;

(*e*) "reel" means 2,000 feet or less in length of standard film or 16-millimetre cinematographic film or 400 feet or less in length of 8-millimetre cinematographic film;

(*f*) "silent film subject" means a subject not adapted for the reproduction of synchronized dialogue, music or any other sound effects;

(*g*) "sound film subject" means a subject adapted for the reproduction of synchronized dialogue, music or any other sound effects;

(*h*) "trailer" means a film used only for advertising purposes. R.R.O. 1970, Reg. 811, s. 1; O. Reg. 698/75, s. 1.

### EXEMPTIONS

**2.**—(1) All projection equipment except projection equipment designed for standard film, owned and operated by,

(*a*) a church, school, hospital or charitable organization; or

(*b*) an industrial organization for advertising or instructional purposes,

is exempt from the provisions of the Act and this Regulation.

(2) Film exhibited over any medium licensed by the Canadian Radio and Television Commission is exempt from the requirements of the Act and this Regulation.

(3) A film exchange that is not in the business of renting, leasing, selling or distributing film for purposes of exhibition is exempt from the requirements of the Act and this Regulation. O. Reg. 698/75, s. 2.

### BUILDING PLANS

**3.**—(1) The plans to be submitted to the Director under section 50 of the Act shall be in duplicate and drawn to a scale of not less than one-eighth of an inch to the foot.

(2) The plans shall consist of,

(*a*) a plot plan showing the location of the building and the means of egress to public streets, lanes or highways;

(*b*) a floor plan for each floor of the theatre or premises; and

(*c*) elevation plans of longitudinal sections and latitudinal sections.

(3) Subject to subsection (4), the plans shall be prepared and certified by a registered member of the Ontario Association of Architects or the Association of Professional Engineers of the Province of Ontario.

(4) Subject to the *Architects Act* and the *Professional Engineers Act*, where the proposed alterations to a building are, in the opinion of the Director, of a minor nature, he may accept plans prepared and certified by a person who is not a registered member of either of the associations named in subsection (3).

(5) Specifications of construction prepared and certified in the same manner as the plans shall be submitted with the plans. R.R.O. 1970, Reg. 811, s. 3.

### CONSTRUCTION OR ALTERATION OF BUILDINGS

**4.** Construction or alteration of a theatre or of film-exchange premises shall be supervised by,

(*a*) a registered member of either of the associations named in subsection 3 (3); or

(*b*) when so authorized by the Director, by a building inspector of a municipality in which there is a building by-law. R.R.O. 1970, Reg. 811, s. 4.

**5.**—(1) Every outside wall of a theatre shall be of brick, tile, concrete, stone or other fire resistive construction.

(2) The roof and roof supports of a theatre shall be of fire resistive construction.

(3) All floors in a theatre shall be of concrete, steel or other fire resistive construction throughout.

(4) Every ceiling of a theatre shall be of,

(*a*) expanded-metal lath, or gypsum lath, covered with fire resistive plaster; or

(*b*) any other fire resistive material approved by the Director.

(5) All partitions forming lobbies, foyers, vestibules, stages and exits of a theatre shall be of fire resistive construction.

(6) Partitions other than those specified in subsection (5), when erected on a concrete floor, may be of wood studding where,

(*a*) the studding is lathed on both sides with expanded-metal lath or gypsum lath;

(*b*) the lath is plastered; and

(*c*) the plaster runs from floor to ceiling and behind all trim.

(7) Entrance doors to a theatre may be constructed of wood or glass, or both.

(8) Every door in a theatre, other than an entrance door, opening from lobbies, foyers, stages and emergency exit passages shall be a Class A or Class B fire door according to the location of the door.

(9) Every fire door installed under subsection (8) shall be in a metal-clad frame and equipped with a self-closing device approved by the Director.

(10) This section does not apply to Class D theatres. R.R.O. 1970, Reg. 811, s. 5.

ENTRANCE, LOBBY, STAIRWAYS AND EXITS

**6.**—(1) The entrance doors of a theatre shall provide not less than ten feet clear width when fully opened.

(2) The lobby shall be,

(*a*) not less than ten feet wide and ten feet deep; and

(*b*) kept unobstructed. R.R.O. 1970, Reg. 811, s. 6.

(3) Subject to subsection (4), where a theatre is constructed or substantially altered after the 1st day of September, 1975, access to each auditorium in the theatre shall be provided by,

(*a*) an entrance of at least 10 feet clear width when fully opened; or

(*b*) at least two entrances each with a minimum of five feet clear width when fully opened.

(4) The Director may approve for theatres, with a capacity of 500 persons or less, a deviation from the requirements set out in subsection (3) where in his opinion the deviation would not constitute a threat to public safety. O. Reg. 698/75, s. 3.

**7.**—(1) Every stairway shall be,

(*a*) of concrete, steel or other fire resistive construction; and

(*b*) without winders.

(2) The corner of every turn landing on a stairway shall be rounded to a radius of not less than eighteen inches.

(3) Every stairway intended for use by the public shall be,

(*a*) not less than 3 feet 6 inches clear width; and

(*b*) equipped with continuous handrails on each side. R.R.O. 1970, Reg. 811, s. 7.

**8.**—(1) In every theatre there shall be not fewer than two emergency exits from the auditorium.

(2) For each floor having a seating capacity of not more than 750, each exit shall not be less than five feet clear width.

(3) Where a floor has seating capacity of more than 750, an additional exit of not less than five feet clear width shall be provided for each additional 300 seats or part thereof.

(4) Where a balcony in a theatre auditorium has a seating capacity of more than 300, an additional emergency exit of not less than five clear feet in width from the balcony shall be provided for each additional 200 seats or part thereof.

(5) Each exit shall be indicated by an illuminated sign displaying the word "exit" in letters not less than four inches high.

(6) The illuminated sign shall be so located that the word "exit" thereon is clearly seen from every part of the auditorium.

(7) Every exit shall open to, or lead to, a public street, highway or lane or to an unobstructed private lane or passageway that opens to a public street or highway.

(8) Every private lane or passageway referred to in subsection (7) shall be,

(*a*) not less than six feet wide;

(*b*) well lighted; and

(*c*) kept unobstructed at all times that the public is in the theatre.

(9) Where the sill of an exit is not on the grade level of the street, highway, lane or passageway, there shall be a fire escape, stairway or ramp leading down from the sill.

(10) A ramp shall have a gradient not greater than 1 in 6.

(11) Every fire escape shall be,

(*a*) of metal;

(*b*) solidly constructed;

(*c*) continuous from exit to ground; and

(*d*) maintained in good condition by weather-resistant paint.

(12) Each emergency exit door shall be tested each day at the time of opening the theatre for the admission of the public. R.R.O. 1970, Reg. 811, s. 8.

**9.**—(1) Every door leading out of the theatre shall open outwards.

(2) Each door, other than an entrance door, shall be equipped with panic-bolt hardware of the push-bar type or other type approved by the Director.

(3) From the time the public are first admitted for a performance until after every member of the public has left the theatre, no door leading out of the theatre shall be fastened by any means other than by approved panic-bolt hardware. R.R.O. 1970, Reg. 811, s. 9.

SEATING AND AISLES

**10.**—(1) Except in the boxes, all seats in any part of the auditorium of a theatre shall be,

(*a*) securely fastened to the floor;

(*b*) not less than eighteen inches wide; and

(*c*) spaced so that the interval between rows of seats is not less than thirty-two inches measured from the back of one row to the back of the row in front of it.

(2) A row of seats having an aisle,

(*a*) at only one end, shall contain not more than eight seats; and

(*b*) at each end, shall, subject to subsection (3), contain not more than fifteen seats.

(3) The Director may approve the arrangement of seats in rows containing more than fifteen seats between aisles where,

(*a*) the seats are arranged in rows spaced at an interval of not less than forty inches measured from the back of one row to the back of the row in front of it; and

(*b*) there are not less than four emergency exits, each not less than five feet clear width, located on the sides of the auditorium in positions approved by the Director. R.R.O. 1970, Reg. 811, s. 10.

**11.**—(1) Every aisle shall extend unobstructedly from front to rear of the auditorium of a theatre.

(2) On any floor or balcony having a total seating capacity of not more than 300,

(*a*) there shall be at least one aisle; and

(*b*) where there is only one aisle, it shall be a centre aisle; and

(*c*) each aisle shall have not less than 3 feet 6 inches clear width.

(3) On any floor or balcony having a total seating capacity of more than 300 but not more than 500, there shall be at least two aisles and each aisle shall have not less than 3 feet 6 inches clear width.

(4) On any floor or balcony having a total seating capacity of more than 500 but not more than 750, there shall be at least two aisles and each aisle shall have not less than 4 feet 6 inches clear width.

(5) On any floor or balcony having a total seating capacity of more than 750 but not more than 1,000, there shall be at least two aisles and each aisle shall have not less than 5 feet 6 inches clear width.

(6) On any floor or balcony having a total seating capacity of more than 1,000, there shall be at least three aisles and each aisle shall have not less than 5 feet 6 inches clear width. R.R.O. 1970, Reg. 811, s. 11.

**12.** Leading to each emergency exit from a theatre, there shall be a cross aisle not less than five feet clear width. R.R.O. 1970, Reg. 811, s. 12.

STAGE AND SCENERY

**13.** Every proscenium opening in a theatre shall be surmounted by an iron or steel girder,

(*a*) of sufficient strength to carry the entire load bearing on it; and

(*b*) protected by a covering of fire resistive construction. R.R.O. 1970, Reg. 811, s. 13.

**14.** The stage floor of a theatre shall be of concrete construction but may be covered with wood flooring laid directly upon the concrete without any intervening air space. R.R.O. 1970, Reg. 811, s. 14.

**15.** The roof of the stage of a theatre shall be equipped with a skylight or a ventilating device,

(*a*) extending not less than five feet above the roof; and

(*b*) controlled,

(i) manually from the stage floor, and

(ii) automatically if a fire occurs in the stage area. R.R.O. 1970, Reg. 811, s. 15.

**16.**—(1) All grids and fly galleries of the stage of a theatre shall be constructed of fire resistive materials.

(2) A fly gallery to which there is only one means of access shall be provided with a rope ladder or other means of egress for use in an emergency. R.R.O. 1970, Reg. 811, s. 16.

**17.**—(1) From the stage area of a theatre there shall be at least one emergency exit not less than 3 feet 6 inches clear width.

(2) Subsections 8 (5), (7), (8), (9), (10), (11) and (12), and subsection 9 (1), apply to emergency exits from the stage area. R.R.O. 1970, Reg. 811, s. 17.

**18.** All scenery and scenic effects that are not of fire resistive construction in a theatre shall be at all times maintained in fire-retarding condition by flameproofing processes approved by the Director. R.R.O. 1970, Reg. 811, s. 18.

**19.** All stage platforms and other equipment in a theatre not governed by section 18 shall be of fire resistive construction. R.R.O. 1970, Reg. 811, s. 19.

**20.**—(1) Every Class A or Class B theatre shall have, in the stage area, at least two toilet rooms for the use of artists and of employees.

(2) Each toilet room shall contain one toilet bowl and one washbasin.

(3) There shall be at least one toilet room for use by men and one for use by women, and they shall be conspicuously marked accordingly. R.R.O. 1970, Reg. 811, s. 20.

**21.**—(1) Every Class A or Class B theatre shall have, for use by the artists, dressing rooms,

(*a*) of fire resistive construction;

(*b*) well lighted;

(*c*) ventilated to the open air;

(*d*) equipped with washbasins furnished with running water; and

(*e*) of dimensions approved by the Director.

(2) Where it is intended to exhibit shows or theatrical performances in a theatre, there shall be at least two dressing rooms. R.R.O. 1970, Reg. 811, s. 21.

**22.**—(1) Movable scenery shall not be used in a theatre unless the theatre has a fire wall,

(*a*) of brick, concrete or other equally fire resistive material;

(*b*) not less than fourteen inches thick;

(*c*) extending not less than four feet above the roof of the auditorium or the stage, whichever is the lower; and

(*d*) so constructed that it, including any fire doors in it, separates the auditorium completely from the stage, except for the proscenium opening.

(2) The proscenium opening shall be provided with a protective curtain,

(*a*) of fire resistive construction;

(*b*) extending not less than twelve inches beyond the top and each side of the opening; and

(*c*) when lowered, kept in place by wire side-guides in strong metal channels.

(3) The protective curtain shall be raised at the commencement of each show or theatrical performance and lowered at its conclusion. R.R.O. 1970, Reg. 811, s. 22.

PATRONS' REST ROOMS

**23.**—(1) Each theatre shall have at least two rest rooms, one of which shall be for use by male patrons and one for use by female patrons.

(2) Every rest room shall be ventilated to the open air and provided with running water.

(3) In each theatre, other than a Class D theatre, the rest rooms shall have, for the seating capacity of the theatre in column 1 of the Table, the toilet facilities set opposite thereto in columns 2 and 3, as follows:

TABLE

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| Item | Seating capacity of theatre | Male patrons' rest room | Female patrons' rest room |
| 1 | Less than 299 | 1 urinal, 1 toilet bowl, 1 washbasin | 1 toilet bowl, 1 washbasin |
| 2 | 300 to 499 | 2 urinals, 1 toilet bowl, 1 washbasin | 2 toilet bowls, 1 washbasin |
| 3 | 500 to 749 | 2 urinals, 2 toilet bowls, 1 washbasin | 3 toilet bowls, 1 washbasin |
| 4 | 750 to 1,000 | 3 urinals, 3 toilet bowls, 2 washbasins | 4 toilet bowls, 2 washbasins |
| 5 | In addition to Item 4 for every 300, or fraction thereof, in excess of 1,000 | 1 urinal, 1 toilet bowl, 1 washbasin | 1 toilet bowl, 1 washbasin |

(4) In a Class D theatre the rest rooms shall have, for the vehicle capacity of the theatre in column 1 of the Table, the toilet facilities set opposite thereto in columns 2 and 3, as follows:

TABLE

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| Item | Vehicle capacity of theatre | Male patrons' rest room | Female patrons' rest room |
| 1 | Less than 400 | 2 urinals, 1 toilet bowl, 1 washbasin | 2 toilet bowls, 1 washbasin |
| 2 | 400 to 549 | 2 urinals, 2 toilet bowls, 1 washbasin | 3 toilet bowls, 1 washbasin |
| 3 | 550 to 699 | 3 urinals, 3 toilet bowls, 2 washbasins | 4 toilet bowls, 2 washbasins |
| 4 | 700 to 849 | 4 urinals, 3 toilet bowls, 2 washbasins | 4 toilet bowls, 2 washbasins |
| 5 | 850 to 1,000 | 5 urinals, 3 toilet bowls, 2 washbasins | 5 toilet bowls, 2 washbasins |

R.R.O. 1970, Reg. 811, s. 23.

LIGHTING

**24.**—(1) Each theatre, other than a Class D theatre, shall be provided with lighting equipment for the aisles, corridors, stairways, emergency exits and passageways on a circuit separate from that providing the lighting of the auditorium, lobby, foyer, rest rooms or stage area.

(2) The arrangement and use of the lighting equipment, apparatus or furnishings shall be approved by the Director.

(3) Corridors, stairways, passageways, rest rooms, foyers, aisles and lobbies shall be kept lighted at all times when the public has access to the theatre.

(4) Exterior lighting and lighting in passageways shall be lighted at all times after sunset until all patrons have left the theatre. R.R.O. 1970, Reg. 811, s. 24.

**25.**—(1) Each theatre, other than a Class D theatre, shall have an emergency lighting system for the auditorium and all emergency exits, stairways, corridors and passageways.

(2) The system shall be provided with electricity by storage batteries or generators.

(3) The equipment, apparatus, furnishings and use of the emergency system shall be approved by the Director. R.R.O. 1970, Reg. 811, s. 25.

FIRE-SAFETY FOR BUILDING

**26.** In a theatre all drapes and wall fabrics that are not of fire resistive material shall be at all times maintained in fire retarding condition by flame-proofing processes approved by the Director. R.R.O. 1970, Reg. 811, s. 26.

**27.**—(1) In every projection room of a theatre there shall be at least three pieces of fire-extinguishing equipment of a type approved by the Director.

(2) In each theatre, other than a projection room thereof, there shall be at least four pieces of fire-extinguishing equipment of a type approved by the Director for the fire hazard in the area in which the equipment is installed.

(3) In every Class A theatre located in an area of a municipality served by a water-works system, the fire-extinguishing equipment in the stage area shall consist of stand-pipes, hoses and nozzles approved by the Director.

(4) The equipment prescribed by subsection (3) shall be in addition to equipment required by subsection (2) to combat fire-hazards for which water is not suitable. R.R.O. 1970, Reg. 811, s. 27.

**28.**—(1) The bottom of any decorative wall fabric in a theatre shall be at least seven feet above the floor beneath it.

(2) Fibre boards or pulp boards may be used as decorative wall fabric,

(*a*) over a plaster or masonry wall, when applied thereto by mastic; or

(*b*) over a masonry wall, when applied thereto by wood strips that have been flame-proofed in a manner approved by the Director. R.R.O. 1970, Reg 811, s. 28.

**29.** Acoustical-corrective materials in a theatre shall be of fire resistive constuction and firmly secured to fire resistive walls or ceilings. R.R.O. 1970, Reg. 811, s. 29.

HEATING, VENTILATING AND AIR CONDITIONING

**30.**—(1) No furnace room of any theatre shall be located under the entrance, exit passages or auditorium.

(2) The walls of a furnace room shall be,

(*a*) not less than eight inches thick; and

(*b*) of stone, brick, concrete, concrete block or other material having equally fire resistive properties.

(3) The ceiling and floor of a furnace room shall be of materials prescribed by clause (2) (b).

(4) The entrance to the furnace room shall be provided with a Class A fire door that,

(*a*) closes automatically; and

(*b*) remains in a closed position except when used for the egress of persons.

(5) No fuel shall be stored in a furnace room, except fuel oil in suitably located storage tanks.

(6) An opening between a furnace room and a fuel room shall be not greater than thirty inches wide and 6½ feet high.

(7) The walls, ceiling and floor of a fuel room shall be of fire resistive construction. R.R.O. 1970, Reg. 811, s. 30.

PROJECTION ROOMS

**31.**—(1) The ceiling, floor and outer walls of a projection room in a theatre shall be of hollow tile, cement, brick or other material having equally fire resistive properties.

(2) The outer walls of a projection room shall not be less than six inches thick.

(3) The room in which the projector and sound equipment are installed shall not be less than sixteen feet wide, twelve feet deep and ten feet high.

(4) Partition walls in a projection room shall be of a material prescribed in subsection (1) and not less than four inches thick. R.R.O. 1970, Reg. 811, s. 31.

**32.** The projection room in a theatre shall have a means of emergency egress on the side opposite to the entrance. R.R.O. 1970, Reg. 811, s. 32.

**33.** Every door in the wall of the projection room in a theatre shall be,

(*a*) a Class B fire door;

(*b*) installed in a metal-clad frame so as to open outwards;

(*c*) equipped with a self-closing device approved by the Director; and

(*d*) left unfastened while a projectionist is in the room. R.R.O. 1970, Reg. 811, s. 33.

**34.**—(1) Every porthole opening in a wall of a projection room in a theatre shall be equipped with a self-closing steel shutter not less than one-sixteenth of an inch thick.

(2) Each shutter shall be provided with a safety link that will fuse at a temperature between 140° F. and 160° F.

(3) Each shutter shall be so installed that it can be closed individually as well as collectively.

(4) All the shutters shall be connected to a collective release mechanism so that they can all be closed manually at the same time.

(5) The cord, lever or switch controlling the release mechanism shall be located at the side of the entrance door to, and inside, the room in which the projector and sound equipment are installed. R.R.O. 1970, Reg. 811, s. 34.

**35.**—(1) Every projection room in a theatre shall be equipped with an exhaust ventilation fan sufficient to effect a complete change of air every three minutes.

(2) The fan,

(*a*) shall ventilate,

(i) the projection room,

(ii) the arc-lamp housings, and

(iii) the generator room; and

(*b*) shall be mounted in a stack not less than eighteen inches in diameter and terminating in the open air.

(3) Where a damper is installed in an exhaust system, it shall be of a type that automatically opens to the fullest extent while the fan is operating.

(4) In each projection room there shall be a toilet bowl and a washbasin with running water. R.R.O. 1970, Reg. 811, s. 35.

**36.**—(1) The arrangement or use of projection equipment in a theatre shall be approved by the Director.

(2) All equipment, apparatus or furnishings, other than projection equipment, shall be of fire resistive construction. R.R.O. 1970, Reg. 811, s. 36.

**37.** Sections 6 to 19 and sections 22, 26, 28, 29 and 30 do not apply to Class C theatres. R.R.O. 1970, Reg. 811, s. 37.

CLASS D THEATRES

**38.**—(1) Subsections (2) to (6) apply only to Class D theatres.

(2) Every screen tower shall be designed and constructed to withstand a horizontal wind pressure of not less than thirty pounds for each square foot of surface exposed or likely to be exposed to wind.

(3) A screen tower shall have steel framing or be of masonry reinforced with steel.

(4) Notwithstanding subsection 31 (1), the ceiling of a projection room may be constructed of expanded metal lath or gypsum lath covered with not less than one-quarter of an inch of fire resistive plaster.

(5) All entrance and exit driveways shall,

(*a*) be adequately lighted; and

(*b*) remain so lighted at all times that members of the public are in the theatre.

(6) A loud speaker shall be provided for each vehicle parked in a position so that the occupants thereof may view the screen. R.R.O. 1970, Reg. 811, s. 38.

PROJECTIONISTS

**39.** A projectionist shall have his licence in his possession at all times that he is in a projection room, and shall produce it when so required by an inspector. R.R.O. 1970, Reg. 811, s. 39.

**40.** No projectionist shall,

(*a*) have in the projection room any reading material other than,

(i) copies of any statutes or regulations relating to his duties or to projection equipment, and

(ii) technical publications relating to projection equipment;

(*b*) permit any person to be or remain in the projection room while an audience is in the theatre, except,

(i) an inspector,

(ii) the person in charge of the theatre or his representative,

(iii) a holder of a projectionist licence, or

(iv) any person authorized by law to be in the projection room for any particular purpose;

(*c*) operate or permit the operation of any projection equipment that he knows to be defective; or

(*d*) use defective or overloaded reels. R.R.O. 1970, Reg. 811, s. 40.

**41.** Every projectionist shall,

(*a*) keep the projection room clean and free of all articles not required for the proper operation of projection equipment;

(*b*) take all steps necessary to ensure that the,

(i) projection equipment,

(ii) porthole shutters,

(iii) fire-fighting equipment, and

(iv) emergency lighting system,

are at all times in good repair and working condition;

(*c*) close all porthole shutters after the last exhibition each night;

(*d*) examine and test the projection equipment before each exhibition; and

(*e*) inspect and keep in good repair all film in his charge. R.R.O. 1970, Reg. 811, s. 41.

**42.**—(1) Except under the direct supervision of a projectionist holding a first-class or second-class licence, no person holding an apprentice licence shall operate projection equipment.

(2) Where two or more persons holding projectionist licences of different classes are employed at the same time in a projection room, the person holding the projectionist licence with the higher classification is responsible for the operation and maintenance of the equipment and the discipline of persons in the projection room.

(3) Where two or more persons holding projectionist licences of the same class are employed at the same time in a projection room, they are severally and jointly responsible for the operation and maintenance of the equipment and for the discipline of persons in the projection room. R.R.O. 1970, Reg. 811, s. 42.

FILM EXCHANGES

**43.** A projection room of film-exchange premises shall comply with subsections 31 (1) and (2) and sections 32, 33, 34, 35 and 36. R.R.O. 1970, Reg. 811, s. 43.

**44.**—(1) Screening rooms in film-exchange premises shall have a seating capacity for not more than thirty-five persons.

(2) Every screening room shall have at least one emergency exit not less than thirty inches in width.

(3) Where there is more than one emergency exit, the exits shall be located as far apart as is practicable. R.R.O. 1970, Reg. 811, s. 44.

FIRE-SAFETY FOR FILM

**45.** A projection room in film-exchange premises shall have at least two pieces of fire-extinguishing equipment of a type approved by the Director. R.R.O. 1970, Reg. 811, s. 45.

ADULT FILM

**46.**—(1) Every theatre exhibiting a film classified as adult entertainment shall display a sign with the words "adult entertainment",

(*a*) under the canopy over the principal entrance to the theatre, and at right angles to the sidewalk; or

(*b*) where there is no canopy, over the principal entrance to the theatre with the lower edge of the sign not higher than three feet above the top of the entrance doors.

(2) The sign shall,

(*a*) be not less than sixty inches wide and ten inches high; and

(*b*) have the words "adult entertainment" coloured black on a white background and in letters at least eight inches high. R.R.O. 1970, Reg. 811, s. 46.

(3) Where film classified as "adult entertainment" is exhibited in a building that is not a theatre as defined in section 10 of the Act, the person exhibiting the film shall provide a sign with the words "adult entertainment" which conforms to the requirements of subsection (2) and such sign shall be prominently displayed at the principal entrance to the part of the building where the film is being exhibited. O. Reg. 698/75, s. 4.

**47.**—(1) Every theatre exhibiting a film classified as restricted entertainment shall display a sign bearing on both sides a black silhouette of a key on a white background above which is printed in black letters the word "admittance" and below which is printed in black letters the words "to persons eighteen years of age or over" with the word "restricted" printed in white letters on the key.

(2) The sign shall be not less than sixty inches wide and ten inches high and shall be hung,

(*a*) under the canopy over the principal entrance to the theatre and at right angles to the sidewalk; or

(*b*) where there is no canopy, over the principal entrance to the theatre with the lower edge of the sign not higher than three feet above the top of the entrance door. R.R.O. 1970, Reg. 811, s. 47.

(3) Where film classified as "restricted entertainment" is exhibited in a building that is not a theatre as defined in section 10 of the Act, the person exhibiting the film shall provide a sign which meets the requirements of subsection (1) and which is not less than sixty inches wide and ten inches high and shall prominently display the sign at the principal entrance to the part of the building where the film is being exhibited. O. Reg. 698/75, s. 5.

**48.** No person shall exhibit film classified as restricted entertainment where any person under the age of eighteen years is present. O. Reg. 698/75, s. 6.

**49.**—(1) All advertising matter, other than that used in or on a theatre, in connection with any film classified by the Board as adult entertainment, shall have the words "adult entertainment" printed thereon to indicate that the film has been so classified.

(2) All advertising matter used in or on a theatre in connection with any film classified by the Board as adult entertainment shall have the words "classified by the Board of Censors as adult entertainment" printed thereon to indicate that the film has been so classified.

(3) All advertising matter in connection with any film classified by the Board as restricted entertainment shall bear a reproduction of the sign prescribed by section 47 to indicate that the film has been so classified. R.R.O. 1970, Reg. 811, s. 48.

FORMS AND FEES

**50.**—(1) An application for a licence to use,

(*a*) a building as a Class A, Class B or Class C theatre; or

(*b*) premises as a Class D theatre,

shall be in Form 1.

(2) A licence to use,

(*a*) a building as a Class A, Class B or Class C theatre; or

(*b*) premises as a Class D theatre,

shall be in Form 2. R.R.O. 1970, Reg. 811, s. 49.

**51.**—(1) An application to transfer a theatre licence shall be in Form 3.

(2) A transfer of a theatre licence shall be in Form 4. R.R.O. 1970, Reg. 811, s. 50.

**52.**—(1) An application for a licence to carry on the business of a film exchange shall be in Form 5.

(2) A licence to carry on the business of a film exchange shall be in Form 6. O. Reg. 698/75, s. 7.

**53.**—(1) An application for a licence under subsection 54 (1) of the Act shall be in Form 7.

(2) A licence under subsection 54 (1) of the Act shall be in Form 8. R.R.O. 1970, Reg. 811, s. 52.

**54.**—(1) An application for an apprentice projectionist licence shall be in Form 9. R.R.O. 1970, Reg. 811, s. 53 (1).

(2) An apprentice projectionist licence shall be in Form 10 and shall be for a period of up to one year expiring on the date set out in the licence. O. Reg. 954/79, s. 1.

(3) An application for the renewal of an apprentice projectionist licence shall be in Form 11. R.R.O. 1970, Reg. 811, s. 53 (3).

**55.**—(1) A licence as a first-class projectionist or second-class projectionist shall be in Form 12. R.R.O. 1970, Reg. 811, s. 54 (1).

(2) A licence as a first-class projectionist or a second-class projectionist issued for the first time shall be for a period of up to three years expiring on the date set out in the licence.

(3) An application for the renewal of a licence as a first-class or second-class projectionist shall be in Form 13 and shall be accompanied by the prescribed fee.

(4) A renewal of a licence for a first-class projectionist or a second-class projectionist shall be for a three-year period.

(5) Where a first-class projectionist or a second-class projectionist applies to have his licence cancelled, he shall be entitled to a refund of the unexpired portion of the term of his licence at the rate of $15 per year for each full year of the term of his licence remaining.

(6) Where the holder of a licence as a second-class projectionist passes the examination and is eligible for a

licence as a first-class projectionist, upon the surrender of his licence as a second-class projectionist, he shall be issued a licence as a first-class projectionist for the balance of the unexpired portion of his second-class projectionist's licence. O. Reg. 954/79, s. 2.

**56.**—(1) An application for a licence to operate for hire or gain, projection equipment designed for the use of film other than standard film, shall be in Form 14.

(2) A licence to operate for hire or gain, projection equipment designed for the use of film other than standard film, shall be in Form 15. O. Reg. 698/75, s. 8.

APPROVAL STAMPS AND CERTIFICATES

**57.** The stamping under section 36 of the Act shall be made by an embossing metal stamp having thereon the words "approved by Board (Ontario)". R.R.O. 1970, Reg. 811, s. 56.

**58.** A certificate of approval under subsection 37 (2) of the Act shall be in Form 16. R.R.O. 1970, Reg. 811, s. 57; O. Reg. 698/75, s. 9.

**59.** The stamping under subsection 40 (3) of the Act shall be made with a rubber stamp having thereon the words "approved by Board of Censors (Ontario)". R.R.O. 1970, Reg. 811, s. 58.

**60.**—(1) Standard film shall be submitted to the Board on reels of 2,000 feet or less in length.

(2) 16-millimetre cinematographic film shall be submitted to the Board on reels of 2,000 feet or less in length.

(3) 8-millimetre cinematographic film shall be submitted to the Board on reels of 400 feet or less in length.

(4) All film not referred to in subsection (1) or (2) shall be submitted on reels or in cassettes, cartridges or similar apparatus capable of being projected. O. Reg. 698/75, s. 10.

FEES

**61.** Subject to section 62, the following fees shall be paid:

1. For a Class A, Class B or Class C theatre licence or renewal thereof,
   - i. in municipalities having a population under 1,500 according to the last census conducted under section 14 of the *Assessment Act*, for each seat or chair in the theatre ..... $ .30
   - ii. in municipalities having a population of 1,500 or over but under 3,000 according to the last census conducted under section 14 of the *Assessment Act*, for each seat or chair in the theatre ..... $ .45
   - iii. in municipalities having a population of 3,000 or over but under 10,000 according to the last census conducted under section 14 of the *Assessment Act*, for each seat or chair in the theatre ..... .60
   - iv. in municipalities having a population of 10,000 or over according to the last census conducted pursuant to section 14 of the *Assessment Act*, for each seat or chair in the theatre ..... .75
2. For a Class D theatre licence or renewal thereof, for each vehicle space $ 1.00
3. For a transfer of a theatre licence . $ 5.00
4. For a licence or renewal thereof, to carry on the business of,
   - i. a 16-millimetre film exchange ..... $ 200.
   - ii. a standard film exchange .. 400.
   - iii. an 8-millimetre and videotape film exchange ..... 200.
5. For the transfer of a film-exchange licence ..... $ 5.00
6. For a licence or renewal thereof as an apprentice projectionist ..... $ 15.00
7. For a licence issued for the first time as a first-class projectionist or a second-class projectionist ..... $ 15.00 per year or part thereof that the licence will be in force
8. For the renewal of a licence as a first-class projectionist or a second-class projectionist ..... $ 45.00
9. For each examination and test for any class of projectionist licence ... $ 10.00

10. For a licence to operate for hire or gain projection equipment designed for the use of film other than standard film ..... $ 20.00

11. For a licence under subsection 54 (1) of the Act, no fee.

12. For censoring standard film,

    i. subject to subparagraph iii, for each reel of a film subject of British origin, 50 cents per 100 feet or fraction thereof,

    ii. subject to subparagraph iii, for each reel of a film subject of foreign origin, $1 per 100 feet or fraction thereof,

    iii. for every copy in addition to the eighth copy of a standard film subject of British or foreign origin, regardless of length, $10 per copy,

    iv. for each newsreel, $1,

    v. for each trailer of British or foreign origin, 100 feet or less in length, $1,

    vi. for each trailer of British origin, over 100 feet in length, $1.50, and

    vii. for each trailer of foreign origin, over 100 feet in length, $3.

13. For censoring 16-millimetre film,

    i. subject to paragraph 15, $2 per 400 feet or fraction thereof,

    ii. for each newsreel, $1,

    iii. for each trailer, 50 cents.

14. For censoring 8-millimetre cinematographic film and videotape, $2.00 per minute of film.

15. Where eight copies of a standard film subject have been submitted to the Board and the fees paid therefor, the fee for a 16-millimetre, 8-millimetre or videotape copy of the same film subject shall be $10.00 per copy.

16. Where film submitted to the Board is wholly produced in Canada, no fee is payable therefor.

17. For the issue of each duplicate certificate of approval ..... $ 1.00

18. For censoring advertising matter in connection with any film or the exhibition thereof,

    i. subject to subparagraph ii, for all advertising matter in connection with each approved film subject ..... $ 5.00

    ii. where a film subject is to be shown serially by chapters or episodes, for all advertising matter in connection with each chapter or episode .... 5.00

R.R.O. 1970, Reg. 811, s. 59; O. Reg. 586/72, s. 1; O. Reg. 181/73, s. 1; O. Reg. 698/75, s. 11; O. Reg. 870/75, s. 1; O. Reg. 83/77, s. 1; O. Reg. 419/77, s. 1; O. Reg. 666/77, s. 1; O. Reg. 954/79, s. 3.

**62.**—(1) Where a licence to use a building as a Class A, Class B, Class C or Class D theatre is issued,

(*a*) on or after the 1st day of July but before the 1st day of October, the fee is four-fifths of that prescribed in paragraph 1 of section 61;

(*b*) on or after the 1st day of October but before the 1st day of January, the fee is one-half of the fee prescribed in paragraph 1 of section 61; and

(*c*) on or after the 1st day of January but before the 31st day of March, the fee is one-quarter of the fee prescribed in paragraph 1 of section 61. O. Reg. 586/72, s. 2, *part*.

(2) Where a licence to carry on the business of a film exchange other than a standard film exchange is issued on or after the 1st day of October but before the 31st day of March, the fee is $100.

(3) Where a licence to carry on the business of a standard film exchange is issued on or after the 1st day of October but before the 31st day of March, the fee is $200. O. Reg. 419/77, s. 2.

(4) Where copies of standard films are printed in Canada from negatives of foreign origin, the copies shall be deemed to be of foreign origin for the purposes of paragraph 12 of section 61.

(5) 16-millimetre film to be used only for religious, educational or instructional purposes is exempt from subparagraph i of paragraph 13 of section 61. O. Reg. 586/72, s. 2, *part*.

(6) 8-millimetre cinematographic film and videotape used only for religious, educational or instructional purposes is exempt from paragraph 14 of section 61. O. Reg. 698/75, s. 12 (2).

(7) Trailers to be used only for advertising products of industry, other than trailers used to advertise silent and sound film subjects, are exempt from subparagraphs v, vi and vii of paragraph 12 and subparagraph iii of paragraph 13 of section 61. O. Reg. 586/72, s. 2, *part*.

**Form 1**

*Theatres Act*

APPLICATION FOR A THEATRE LICENCE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

The undersigned applies for a *Class .....theatre licence under the *Theatres Act* and submits the following information:

1. Name in full of applicant .....
(Print in Block Letters)

2. Is applicant an individual .....

a partnership .....

a corporation .....

3. Business address of applicant .....

4. Residential address of applicant (if an individual) .....

5. Business telephone number of applicant .....

6. Residential telephone number of applicant (if an individual) .....

7. Name of manager of theatre .....

8. Name of theatre .....

9. Post office address of theatre .....

10. Telephone number of theatre .....

11. Location of theatre .....
(lot and concession number, or street and number)

.....
(city, town, village or township and county or district)

12. Population according to the last census conducted under section 14 of the *Assessment Act*.

13. Accommodation of theatre,

i. where application is for other than a Class D licence .....
(number of seats)

ii. where application is for a Class D licence .....
(number of vehicle spaces)

14. If applicant is a partnership or a corporation, complete the following information for members of partnership or for officers and directors of corporation:

| Name of Partner or Officer | Residential Address | Residential Telephone Number | For Corporation officers: Position Held |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

15. Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant, beneficially or who otherwise exercises control or direction over the applicant?

If yes, give full particulars: ☐ Yes ☐ No

| Name | Address | Full Particulars |
|---|---|---|
| | | |
| | | |
| | | |

16. I enclose the licence fee of $.....payable to the Treasurer of Ontario.

Dated at.....

.....

on the.....

.....

day of....., 19..... signature of applicant

NOTE: For corporations the application must be signed by an officer and director, or two officers.

For partnerships, the application must be signed by all partners.

---

AFFIDAVIT

(BY AN INDIVIDUAL APPLICANT, OR BY EACH OF THE PARTNERS, AS THE CASE MAY BE)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I(we),.....
(Print Name(s) )

of the.....of.....

in the.....of.....
make oath and say:

1. I am (we are) the applicant(s) herein for the licence and I(we) signed the application.

2. The information given by me(us) in this application is true.

SWORN before me at the:

.....of.....

in the.....of.....

.....
(Signature(s) )

this.....day of....., 19.....

A Commissioner, etc.

---

AFFIDAVIT

(BY OFFICER OF CORPORATE APPLICANT)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I,.....
(Print Name)

of the.....of.....

in the.....of.....
make oath and say:

1. I am the.....of.....the applicant herein for the licence and I
(Title) (Name of Applicant)

signed the foregoing application.

2. To the best of my knowledge, information, and belief the information given in the application is true.

SWORN before me at the:

.....of.....

.....of.....

.....
(Signature of Officer)

this.....day of....., 19.....

A Commissioner, etc.

---

*Section 10 of the *Theatres Act* reads as follows:

10. Theatres are classified and defined as follows:

1. Class A theatre means a building in which standard film is used to exhibit moving pictures and which may be used to exhibit shows and theatrical performances.

2. Class B theatre means a building in which standard film is used to exhibit moving pictures and which may be used to exhibit shows or theatrical performances provided no moveable scenery is used.

3. Class C theatre means a building in which standard film is used to exhibit moving pictures and that may be used to exhibit theatrical performances provided no moveable scenery is used and no change of dress or costume is made in the theatre.

4. Class D theatre means any premises in which moving pictures are exhibited and viewed by the public from vehicles and commonly known as a drive-in theatre.

O. Reg. 698/75, s. 13, *part*; O. Reg. 870/75, s. 2.

Form 2

*Theatres Act*

Licence fee $..... Licence No.....

Receipt No.....

CLASS ..... THEATRE LICENCE

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence is issued

to.....
(name)

of.....
(address)

to use the.....
(building or premises)

located at.....as a Class....

theatre known as the.....theatre, with

accommodation for.....

This licence expires with the 31st day of March, 19 ..

Issued at Toronto, this.....day of....., 19...

.....
Director

R.R.O. 1970, Reg. 811, Form 2.

Form 3

*Theatres Act*

APPLICATION FOR TRANSFER OF LICENCE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

1. Under the *Theatres Act* and the regulations, the undersigned apply for your consent to the transfer from the undersigned transferor to the undersigned transferee, of Class.....theatre licence No.....

issued to.....on the.....day of.....19....
(name of licensee)

to use the.....
(building or premises)

located at.....
(lot and concession or street and number)

.....
(city, town, village or township and county or district)

as a Class.....theatre known as the.....Theatre.

2. Name of Transferor.....
(print)

3. Name of Applicant for Transfer.....
(print)

4. Is applicant for transfer an individual.....

a partnership.....

a corporation.....

5. Business address of applicant.....

6. Business phone number of applicant.....

7. Residential address and phone number of applicant (if an individual) .....

8. Name of manager proposed for theatre .....

9. If applicant is a partnership or a corporation, complete the following information for members of partnership or for officers and directors of corporation:

| Name of Partner or Officer | Residential Address | Residential Telephone Number | For Corporation Officers: Position Held |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

10. Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant, beneficially or who otherwise exercises control or direction over the applicant?

☐ Yes ☐ No

| Name | Address | Full Particulars |
|---|---|---|
| | | |
| | | |
| | | |

11. The transfer fee of $5 payable to the Treasurer of Ontario is enclosed.

Dated at ..... on the ..... day

of ....., 19... .....
(signature of applicant)

Dated at ..... on the ..... day

of ....., 19... .....
(signature of transferer)

NOTE: For corporations, the application must be signed by an officer and director, or two officers.

For partnerships, the application must be signed by all partners.

AFFIDAVIT

(BY AN INDIVIDUAL APPLICANT, OR BY EACH OF THE PARTNERS, AS THE CASE MAY BE)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I(we),.....
(Print Name(s) )

of the.....of.....

in the.....of.....
make oath and say:

1. I am (we are) the applicant(s) herein for the transfer and I (we) signed the application.

2. The information given by me(us) in this application is true.

SWORN before me at the:

.....of.....

in the.....of.....

this.....day of....., 19.....

A Commissioner, etc.

.....
(Signature(s) )

AFFIDAVIT

(BY OFFICER OF CORPORATE APPLICANT)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I,.....
(Print Name)

of the.....of.....

in the.....of.....
make oath and say:

1. I am the.....of.....the applicant herein for the transfer and I
(Name of Applicant)

signed the foregoing application.

2. To the best of my knowledge, information, and belief the information given in the application is true.

SWORN before me at the:

.....of.....

.....of.....

this.....day of....., 19.....

A Commissioner, etc.

.....
(Signature of Officer)

O. Reg. 698/75, s. 13, *part*; O. Reg. 870/75, s. 3.

Form 4

*Theatres Act*

Transfer fee $5 Consent to transfer No.....

Receipt No.....

CONSENT TO TRANSFER A THEATRE LICENCE

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, I consent to the transfer of Class.....theatre Licence No.....

dated....., 19....from .....to.....
(name of transferor) (name of transferee)

for the.....located at.....
(building or premises)

known as the.....theatre with accommodation for.....

Given at Toronto, the.....day of....., 19....

.....
Director

R.R.O. 1970, Reg. 811, Form 4.

Form 5

*Theatres Act*

APPLICATION FOR A FILM EXCHANGE LICENCE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

The undersigned applies for a

☐ standard

☐ 16-millimetre

☐ 8-millimetre and videotape

film exchange licence under the *Theatres Act* and submits the following information:

1. Name of applicant.....
(print in block letters)
2. Post office address.....
3. Residence and phone number (if individual).....
4. Name of film exchange.....
5. Post office address of film exchange.....
6. Business address for service of individual or partnership.....
7. Name of manager, if any, of film exchange.....

8. Names of producers of films distributed .....

9. Location, and number, of film vaults in use in the film exchange .....

10. Will all films distributed by film exchange be stored at the location(s) listed above? .....

11. If applicant is a partnership or a corporation, complete the following information for members of partnership or for officers and directors of corporation:

| Name in Full | Residence Address | City | For Corporation Officers: Position Held |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

12. Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant, beneficially or who otherwise exercises control or direction over the applicant?

☐ Yes ☐ No

If yes, give full particulars:

| Name | Address | Full Particulars |
|---|---|---|
| | | |
| | | |
| | | |

13. I enclose the licence fee of $ ..... payable to the Treasurer of Ontario.

Dated at .....

on the ..... .....

day of ....., 19..... .....
signature of applicant

NOTE: For corporations the application must be signed by an officer and director, or two officers.

For partnerships, the application must be signed by all partners.

AFFIDAVIT

(BY AN INDIVIDUAL APPLICANT, OR BY EACH OF THE PARTNERS, AS THE CASE MAY BE)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I(we),.....
(Print Name(s) )

of the.....of.....

in the.....of.....
make oath and say:

1. I am (we are) the applicant(s) herein for the licence and I(we) signed the application.

2. The information given by me(us) in this application is true.

SWORN before me at the:

.....of.....

in the.....of.....

this.....day of....., 19.....

A Commissioner, etc.

.....
(Signature(s) )

AFFIDAVIT

(BY OFFICER OF CORPORATE APPLICANT)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I,.....
(Print Name)

of the.....of.....

in the.....of.....
make oath and say:

1. I am the.....of.....the applicant herein for the licence and I
(Name of Applicant)

signed the foregoing application.

2. To the best of my knowledge, information, and belief the information given in the application is true.

SWORN before me at the:

.....of.....

.....of.....

this.....day of....., 19.....

A Commissioner, etc.

.....
(Signature of Officer)

O. Reg. 698/75, s. 13, *part*.

Form 6

*Theatres Act*

Licence fee $..... Licence No.....

Receipt No.....

FILM EXCHANGE LICENCE

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence is issued:

to.....

of.....

to carry on the business of a.....film exchange under the name of.....

at.....

This licence expires with the 31st day of March, 19..

Issued at Toronto, this.....day of....., 19....

.....
Director

R.R.O. 1970, Reg. 811, Form 6.

Form 7

*Theatres Act*

APPLICATION FOR LICENCE TO EXHIBIT STANDARD FILM IN A BUILDING OR PREMISES OTHER THAN A THEATRE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

The undersigned applies for a licence under section 54 of the *Theatres Act* and submits the following information:

1. Name of applicant.....
(print in block letters)
2. Post office address.....
3. Type of building or premises in which film to be exhibited.....
4. Name of building or premises.....
5. Address of building or premises.....

Dated at....., on the.....

day of....., 19....

.....
(signature of applicant)

O. Reg. 586/72, s. 3, *part.*

Form 8

*Theatres Act*

Licence No.....

LICENCE UNDER SECTION 54 OF THE THEATRES ACT

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence is issued

to.....

of.....

to exhibit standard film under section 54 of the *Theatres Act* in .....

located at .....

This licence expires with the .... day of .....

19....

Issued at Toronto, this.....day of....., 19....

.....
Director

R.R.O. 1970, Reg. 811, Form 8.

Form 9

*Theatres Act*

APPLICATION FOR APPRENTICE PROJECTIONIST LICENCE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

The undersigned applies for an apprentice projectionist licence under the *Theatres Act* and submits the following information:

1. Name in full of applicant.....
(print in block letters)

2. Post office address.....

3. Has applicant at any time held a projectionist licence in any province, state or country?..... (yes or no)

if yes, give particulars.....

.....

4. *Age of applicant.....

5. (*a*) Name of theatre where you are to be employed.....

.....

(*b*) Address of theatre.....

6. I enclose two photographs of my face, not larger than two inches by two inches and not smaller than 1¼ inches by 1¼ inches.

7. I enclose the licence fee of $15 payable to the Treasurer of Ontario.

Dated at....., on the.....

day of....., 19....

.....
(signature of applicant)

*Subsection 30 (3) of the *Theatres Act* reads:

(3) Subject to subsection (4), a person,

(*a*) who is eighteen years or more of age; and

(*b*) who furnishes to the Director,

(i) proof of age,

(ii) satisfactory evidence of physical ability to handle projection and fire-fighting equipment, and

(iii) satisfactory evidence that he does not suffer from any physical or mental disability that would prevent him from operating projection equipment safely,

is entitled, on payment of the prescribed fee, to be issued an apprentice licence by the Director.

O. Reg. 586/72, s. 3, *part*; O. Reg. 954/79, s. 4.

**Form 10**

*Theatres Act*

Licence No.....

PHOTOGRAPH

Receipt No.....

APPRENTICE PROJECTIONIST LICENCE

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence is issued

to.....

of.....
(street address) (city, town or village)

as an apprentice projectionist at the.....

theatre of.....

This licence expires with the 31st day of March, 19..

Issued at Toronto, this.....day of.....,

19....

.....
Director

R.R.O. 1970, Reg. 811, Form 10.

**Form 11**

*Theatres Act*

APPLICATION FOR RENEWAL OF APPRENTICE PROJECTIONIST LICENCE

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

1. I, .....
(name of applicant)

.....
(address)

apply for the renewal of apprentice projectionist licence No..... issued to me on the.....

day of....., 19.....

2. I am employed at the.....

Theatre located at.....
(give post office address)

3. I enclose the licence fee of $15 payable to the Treasurer of Ontario.

Dated at ..... on the .....

day of ..... 19.....

.....
(signature of applicant)

O. Reg. 586/72, s. 3, *part*; O. Reg. 954/79, s. 5.

**Form 12**

*Theatres Act*

Licence No.....

LICENCE AS A .....-CLASS PROJECTIONIST

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence as a

.....-class projectionist is issued to.....

of.....

This licence expires with the 31st day of March, 19..

Issued at Toronto, this.....day of.....,

19....

..... .....
(signature of licensee) Director

R.R.O. 1970, Reg. 811, Form 12.

**Form 13**

*Theatres Act*

APPLICATION FOR RENEWAL OF FIRST-CLASS OR SECOND-CLASS PROJECTIONIST LICENCE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

(print surname in block letters)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

(given names)

.....
(post office address)

applies for the renewal of ..... class
(first or second)

projectionist licence No. .....dated ...

I am employed at .....

.....
(address)

Licence fee of $45 enclosed .....

.....
(date of application)

.....
(signature)

NOTE: Mail to—The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6.

O. Reg. 954/79, s. 6.

**Form 14**

*Theatres Act*

APPLICATION FOR A LICENCE TO OPERATE PROJECTION EQUIPMENT FOR HIRE OR GAIN

To: The Director,
Theatres Branch,
Ministry of Consumer and Commercial Relations,
1075 Millwood Road,
Toronto, Ontario M4G 1X6

The undersigned applies for a licence under the *Theatres Act* to operate for hire or gain,

(*a*) a 16-millimetre projector.....

(*b*) an 8-millimetre projector.....

(*c*) a videotape machine .....

(*d*) other (specify) .....

bearing Serial No. ..... and submits the following information:

1. Name in full of applicant .....
(print in block letters)

2. Post office address .....

3. Is applicant for licence an individual .....

a partnership .....

a corporation .....

4. Business address of applicant .....

5. Business phone number of applicant .....

6. Residential address and phone number of applicant (if an individual) .....

7. If applicant is a partnership or a corporation, complete the following information for members of partnership or for officers and directors of corporation:

| Name of Partner or Officer | Residential Address | Residential Telephone Number | For Corporation Officers: Position Held |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant, beneficially or who otherwise exercises control or direction over the applicant?

☐ Yes ☐ No

| Name | Address | Full Particulars |
|---|---|---|
| | | |
| | | |

9. Has applicant been licensed previously to operate projection equipment? .....

10. If "yes" give particulars .....

11. Will the projection equipment be operated at one location? .....

12. If "yes", at what location .....

13. I enclose the licence fee of $20 payable to the Treasurer of Ontario.

Dated at .....

on the .....

day of ....., 19.....

.....
Signature of Applicant

NOTE: For corporations the application must be signed by an officer and director, or two officers.

For partnerships, the application must be signed by all partners.

---

AFFIDAVIT

(BY AN INDIVIDUAL APPLICANT, OR BY EACH OF THE PARTNERS, AS THE CASE MAY BE)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I(we),.....
(Print Name(s) )

of the.....of.....

in the.....of.....
make oath and say:

1. I am (we are) the applicant(s) herein for the licence and I(we) signed the application.

2. The information given by me(us) in this application is true.

SWORN before me at the:

.....of.....

in the.....of.....

this.....day of....., 19.....

.....
(Signature(s) )

A Commissioner, etc.

---

---

AFFIDAVIT

(BY OFFICER OF CORPORATE APPLICANT)

PROVINCE OF ONTARIO

.....of.....

TO WIT:

I,.....
(Print Name)

of the.....of.....

in the.....of.....
make oath and say:

1. I am the.....of.....the applicant herein for the licence and I signed the foregoing application.

2. To the best of my knowledge, information, and belief the information given in the application is true.

SWORN before me at the:

.....of.....

.....of..... .....
(Signature of Officer)

this.....day of....., 19.....

A Commissioner, etc.

---

O. Reg. 698/75, s. 13, *part*; O. Reg. 954/79, s. 7.

## Form 15

*Theatres Act*

Licence fee $10 Licence No.....

Receipt No.....

LICENCE TO OPERATE PROJECTION EQUIPMENT FOR HIRE OR GAIN

Under the *Theatres Act* and the regulations, and subject to the limitations thereof, this licence is issued

to.....

of.....

to operate ☐ 16 millimetre

☐ 8 millimetre

☐ videotape

projection equipment bearing serial No.....for hire or gain:

This licence expires with the 31st day of March, 19 .....

Issued at Toronto, this.....day of.....19.....

.....
Director

O. Reg. 698/75, s. 13, *part*.

## Form 16

*Theatres Act*

CERTIFICATE OF APPROVAL

This is to certify that the reel of film numbered in the margin has been approved by the Board under the *Theatres Act* and the regulations ... Reel..... Certificate No.....

.....
Chairman of the Board of Censors

R.R.O. 1970, Reg. 811, Form 16.

# REGULATION 932

under the Tile Drainage Act

## GENERAL

**1.**—(1) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by municipalities not within district or regional municipalities, shall be in Form 1.

(2) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by municipalities within district or regional municipalities, shall be in Form 2. O. Reg. 300/79, s. 1, *part*.

**2.** The borrowing by-law, for use by district or regional municipalities on behalf of an area municipality, shall be in Form 3. O. Reg. 300/79, s. 1, *part*.

**3.**—(1) The debenture referred to in subsection 2 (1) of the Act, for use by municipalities not within district or regional municipalities, shall be in Form 4.

(2) The debenture referred to in subsection 2 (1) of the Act, for use by district or regional municipalities on behalf of an area municipality, shall be in Form 5. O. Reg. 300/79, s. 1, *part*.

**4.** The affidavit of the clerk of the municipality referred to in subsection 2 (5) of the Act shall be in Form 6. O. Reg. 327/71, s. 4.

**5.** The application for a loan referred to in section 3 of the Act shall be in Form 7. O. Reg. 327/71, s. 5.

**6.** The inspection and completion certificate referred to in section 4 of the Act shall be in Form 8. O. Reg. 327/71, s. 6.

**7.**—(1) The offer to sell a debenture referred to in subsection 5 (8) of the Act, for use by a municipality, shall be in Form 9.

(2) The offer to sell a debenture referred to in subsection 5 (8) of the Act, for use by a district or regional municipality, shall be in Form 10. O. Reg. 327/71, s. 7.

**8.** The rating by-law referred to in section 8 of the Act shall be in Form 11. O. Reg. 327/71, s. 8.

**Form 1**

*Tile Drainage Act*

BORROWING BY-LAW

For Use By Municipalities not Within District or Regional Municipalities

Borrowing By-Law
of
The Corporation of the

.....

By-Law Number.....

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding

in the whole $....., as may be determined by the council, and may in manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Parliament Buildings, Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where an application for a loan under the Act is approved by the council and the inspector of drainage has filed with the clerk an inspection and completion certificate, the council may include a sum, not exceeding the amount applied for or 75 per cent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the.....day of....., 19....

.....
Head of Council

.....
Clerk

(Corporate Seal)

O. Reg. 327/71, Form 1; O. Reg. 843/75, s. 1.

**Form 2**

*Tile Drainage Act*

BORROWING BY-LAW

For Use By Municipalities Within District or Regional Municipalities

Borrowing By-Law
of
The Corporation of the

.....

By-Law Number.....

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding

in the whole $ ....., as may be determined by the council, and may in the manner hereinafter provided, arrange for the issue of debentures on behalf of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Parliament Buildings, Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where an application for a loan under the Act is approved by the council and the inspector of drainage has filed with the clerk an inspection and completion certificate, the council may apply to

.....to include a sum, not exceeding the amount applied for or 75 per cent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the.....day of.....,19....

.....
Head of Council

.....
Clerk

(Corporate seal)

O. Reg. 327/71, Form 2; O. Reg. 843/75, s. 2; O. Reg. 300/79, s. 2.

**Form 3**

*Tile Drainage Act*

BORROWING BY-LAW

For Use by District or Regional Municipalities

Borrowing By-law
of
The Corporation of the

.....

By-law Number.....

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act* in

the .....municipality of
(district or regional)

.....

The council of.....municipality
(district or regional)

of.....(hereinafter termed regional municipality) pursuant to the *Tile Drainage Act*, enacts as follows:

1. The regional municipality may from time to time, subject to the provisions of this by-law, borrow on the credit of the regional municipality

such sums not exceeding in the whole $..... on behalf of the area municipalities as are set forth in the Schedule, and may in the manner hereinafter provided, issue debentures of the corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Parliament Buildings, Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where the regional municipality receives requests from one or more area municipalities for the issue of a debenture in the amount or amounts not exceeding those set out in the Schedule for the purposes of the Act, the regional municipality shall issue a debenture for the total of the amount or amounts requested signed by the head of council and the treasurer and borrow on behalf of each area municipality a sum not exceeding the amount to be lent by each area municipality on completion of the drainage works.

3. With respect to each area municipality, the regional municipality not later than thirty days after the issue of the debenture shall, by by-law, impose and levy a special annual rate over and above all other rates sufficient for the payment of the principal and interest of the debentures issued by

the regional municipality on behalf of that area municipality.

Passed the.....day of....., 19....

.....
Head of Council

.....
Clerk

(Corporate seal)

**Schedule**

| Municipality | Amount |
|---|---|
| | |
| | |
| | |
| Total | |

O. Reg. 843/75, s. 3.

**Form 4**

*Tile Drainage Act*

TILE DRAINAGE DEBENTURE

$..... No.....

The Corporation of the.....of.....

in the County of....., hereby promises to pay to the Treasurer of Ontario at the Parliament Buildings, Toronto, the principal sum of $..... of lawful money of Canada, together with interest thereon at the rate of.....per cent per annum in ten equal instalments of $.....on the .....day of....., in the years 19.... to 19...., both inclusive.

The right is reserved to the Corporation of .....to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the.....of....., in the Province of Ontario, this 1st day of....., 19...., under the authority of By-Law No..... of the Corporation entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*".

..... .....
Treasurer Head of Council

(Corporate seal)

O. Reg. 327/71, Form 4; O. Reg. 843/75, s. 4.

**Form 5**

*Tile Drainage Act*

TILE DRAINAGE DEBENTURE

For Use by District or Regional Municipalities

Tile Drainage Debenture

$..... No.....

The Corporation of the.....municipality of....., hereby promises to pay to the Treasurer of Ontario at the Parliament Buildings, Toronto, the principal sum of $.....of lawful money of Canada, together with interest thereon at the rate of.....per cent per annum in ten equal instalments of $.....on the.....day of....., in the years 19.... to 19...., both inclusive.

The right is reserved to the Corporation of the .....municipality of..... to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the.....of....., in the Province of Ontario, this 1st day of....., 19...., under the authority of By-Law No..... of the Corporation entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*".

..... .....
Treasurer Chairman

(Corporate seal)

O. Reg. 327/71, Form 5; O. Reg. 843/75, s. 5.

**Form 6**

*Tile Drainage Act*

AFFIDAVIT OF CLERK

I, ....., of the .....of..... .....of.....

To Wit: in the.....of....., Clerk of the.....of ..... make oath and say:

1. On the.....day of....., 19...., the Council of the .....of .....passed a by-law for borrowing money to be lent for the construction of drainage works,

being No.....and entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*", a copy of which certified by me is attached hereto as an exhibit to this my affidavit and marked exhibit "A".

2. A certified copy of By-Law No. ..... was registered in the Land Registry Office for the Registry (Land Titles) Division of .....on the.....day of ....., 19....

Strike out if not applicable.

3. No application or action to quash the by-law has been made or brought.

*or*

An application or action has been made or brought, but it has been dismissed and the certificate of such dismissal was registered in the said land registry office on the.....day of....., 19....

Sworn before me at the .....of..... in the.....of ....., this.....day of....., 19.... .....
Clerk
.....
A Commissioner, etc.

O. Reg. 327/71, Form 6.

**Form 7**

*Tile Drainage Act*

APPLICATION FOR LOAN

To the council of.....of.....

Details of Ownership

| |
|---|
| Owner's Name |
| Address |

DESCRIPTION OF LAND TO BE DRAINED

| Lot Number | Concession Number |
|---|---|
| If Portion of Lot, Specify ..... | |

DESCRIPTION OF DRAINAGE SYSTEM

| |
|---|
| Number of Hectares to be Drained |
| Approximate Number of Metres of Material |
| |

ESTIMATED COST OF DRAINAGE SYSTEM:

| | |
|---|---|
| Material ..... | $ |
| Other ..... | |
| Inspection Fees ..... | |
| TOTAL COST ..... | $ |

AMOUNT OF LOAN REQUESTED

(Amount of loan requested must be a multiple of $100, not exceeding 75% of total cost)

$

| Anticipated Date of Commencement | Anticipated Date of Completion |
|---|---|
| | |

In making this application for a loan I understand and agree to the following:

(*a*) the granting or refusal of the application is in the discretion of council whose decision is final;

(*b*) I will be advised in writing of council's decision regarding the application;

(*c*) should the application be granted, an inspector of drainage appointed by council will report to council to the effect that the work has been satisfactorily completed before any funds are advanced by way of loan;

(*d*) it is also a condition of the making of the loan that all work must be carried out in accordance with the *Agricultural Tile Drainage Installation Act*;

(*e*) council shall levy and collect for the term of ten years over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan; and

(*f*) the *Tile Drainage Act*, sets out procedural matters concerning apportionment of a loan when part of the land is sold, discharge of the indebtedness upon repayment of the loan at any time and all other matters which pertain to this application for a loan.

..... .....

(date) (signature of owner)

O. Reg. 327/71, Form 7; O. Reg. 606/74, s. 1; O. Reg. 300/79, s. 3.

**Form 8**

*Tile Drainage Act*

INSPECTION AND COMPLETION CERTIFICATE

To the council of the.....of.....

in the.....of.....I have inspected the drainage work constructed on land described as

Lot No.....Concession No.....and

owned by....., for which application

for loan was made and dated....., 19....

I certify that circumstances prevail with respect to the drainage work as indicated below:

☐ The drainage work is as described on the application for loan and is completed.

☐ The drainage work is completed but differs significantly from that described in the application for loan in the following respects:

.....

.....

.....

.....

☐ The drainage work is completed but has the following defects:

.....

.....

.....

.....

The area actually drained is.....hectares (approximately).

This drainage work is ☐ an improvement of an existing system

OR ☐ a completely new system.

The installation is ☐ systematic

OR ☐ random

The actual cost of the drainage work is as follows:

Material

| Type | Size | Length | Cost |
|---|---|---|---|
| ..... | ..... | ..... | ..... |

(*Concrete, Clay, Plastic, etc.*)

Installation Cost:.....

Sundry: (*Specify*).....

Inspection Fees:.....

Total Cost:.....

Amount of Loan:.....

Contractor's Name:.....

Contractor's Address:.....

Licence No. of Contractor to install drainage works under the *Agricultural Tile Drainage Installation Act*:

.....

Machine Licence No. under the *Agricultural Tile Drainage Installation Act:*.....

Make of Machine:.....

Signature of Land Owner.....
(*Where the installation was made by the Land Owner with his own Machine*).

Dated at.....
this.....day of
....., 19....

.....
(Signature of Inspector of Drainage)

O. Reg. 606/74, s. 2, *part*; O. Reg. 300/79, s. 4.

**Form 9**

*Tile Drainage Act*

OFFER TO SELL

The Corporation of.....of.....

hereby offers to sell Debenture No.....in the principal amount of $.....to the Treasurer of Ontario as authorized by Borrowing By-Law No.....of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

..... .....
Date Treasurer

(Corporate seal)

O. Reg. 606/74, s. 2, *part*.

**Form 10**

*Tile Drainage Act*

OFFER TO SELL

For Use by a District or Regional Municipality

The Corporation of .....of.....

hereby offers to sell Debenture No.....in

the principal amount of $.....to the Treasurer of Ontario as authorized by Borrowing By-Law

No.....of the said District or Regional Corporation.

The Principal amount of this debenture is the aggregate of individual loans for which application has been made to the councils of the municipalities listed below and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the municipalities listed below has inspected each drainage work for which the proceeds of this debenture will be lent and each has been completed in accordance with the terms of the loan approval given.

A copy of the Inspection and Completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

| MUNICIPALITY | AMOUNT |
|---|---|
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

..... .....
Date Treasurer

(Corporate Seal)

O. Reg. 606/74, s. 2, *Part*.

**Form 11**

*Tile Drainage Act*

RATING BY-LAW

The Corporation of the

.....

By-Law Number.....

By-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

Whereas owners of land in the municipality have applied to the council under the *Tile Drainage Act*, for loans for the purpose of constructing subsurface drainage works on such land; and whereas the council has upon their application lent the owners the total

sum of $ ..... to be repaid with interest by means of rates hereinafter imposed:

Be it therefore enacted, by the council, that annual rates as set out in the Schedule attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

Passed this.....day of....., 19....

.....
Head of Council

.....
Clerk

(Corporate seal)

O. Reg. 327/71, Form 11.

THE CORPORATION OF THE.....

BY-LAW NO.....

**Schedule**

.....

| Name and Address of Owner | Description of Land Drained | Proposed Date of Loan | Sum to be Loaned $ | Annual Rate to be Imposed $ |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

# REGULATION 933

under the Tobacco Tax Act

FORMS

1. A notice of objection under subsection 12 (1) of the Act shall be in Form 1. O. Reg. 874/79, s. 1.

2. A notice of appeal under subsection 13 (2) of the Act shall be in Form 2. O. Reg. 874/79, s. 2.

## Form 1

*Tobacco Tax Act*

NOTICE OF OBJECTION

INSTRUCTIONS:

To be prepared in TRIPLICATE, ONE copy to be retained and TWO copies to be sent by REGISTERED MAIL addressed to the Minister of Revenue c/o the Director, Tax Appeals, Ministry of Revenue, Queen's Park, Toronto, Ontario M7A 1X8.

The envelope containing this NOTICE must be postmarked within sixty days for Retail Sales Tax and ninety days for the other taxes after the day of mailing or delivery by personal service of the NOTICE of ASSESSMENT or STATEMENT of DISALLOWANCE of REBATE/REFUND CLAIM to which objection is being made.

A separate notice of OBJECTION must be filed for each NOTICE of ASSESSMENT or each STATEMENT of DISALLOWANCE of REBATE/REFUND CLAIM in dispute but, if convenient, facts and reasons may be consolidated.

Name of Taxpayer (CORPORATION, PURCHASER, REGISTRANT, VENDOR) TELEPHONE NO.

STREET AND NUMBER

Mailing Address CITY / TOWN PROVINCE POSTAL CODE

**NOTICE OF OBJECTION** is hereby given to the:

| | Assessment No. | Date of Assessment (YEAR / MONTH / DAY) | Amount of Tax | for Period ending (YEAR / MONTH / DAY) |
|---|---|---|---|---|
| ☐ | | | $ | |
| OR | | | | |
| ☐ | Statement of Disallowance of Rebate/Refund Claim No. _____ | | Statement Date (YEAR / MONTH / DAY) | Rebate/Refund Amount $ |

under the following act (check one only)

☐ CORPORATIONS TAX ACT — Account No. ◀ Please indicate

☐ GASOLINE TAX ACT

☐ MOTOR VEHICLE FUEL TAX ACT

☐ RETAIL SALES TAX ACT — Permit No. ◀ Please indicate

☐ TOBACCO TAX ACT

☐ LAND TRANSFER TAX ACT

The following are the reasons for objection and a full statement of facts relating thereto:

(If space is insufficient, a separate memorandum should be attached setting forth — (1) full statement of reasons for objection, and (2) full statement of relevant facts.)

☐ CHECK HERE IF ADDITIONAL SHEETS ATTACHED

| Date | Signature | Position or Office |
|---|---|---|
| | This Notice must be signed by the Appellant or his/its Authorized Officer. | |

O. Reg. 874/79, Form 1.

Form 2

*Tobacco Tax Act*

# Notice of Appeal

INSTRUCTIONS FOR COMPLETION ARE BELOW

IN THE SUPREME COURT OF ONTARIO

**In The Matter of** (Check one only):

- ☐ Corporations Tax Act
- ☐ Gasoline Tax Act
- ☐ Motor Vehicle Fuel Tax Act
- ☐ Retail Sales Tax Act
- ☐ Tobacco Tax Act
- ☐ Land Transfer Tax Act

BETWEEN:

Appellant,

— AND —

THE MINISTER OF REVENUE Respondent.

**TAKE NOTICE** that pursuant to (Check one only)

- ☐ Section 78 of the Corporations Tax Act
- ☐ Section 14 of the Gasoline Tax Act
- ☐ Section 12 of the Motor Vehicle Fuel Tax Act
- ☐ Section 23 of the Retail Sales Tax Act
- ☐ Section 13 of the Tobacco Tax Act
- ☐ Section 12 of the Land Transfer Tax Act

the Appellant appeals to the Supreme Court of Ontario from the decision of the Minister of Revenue

dated the day of 19

in respect of

| | Assessment No. | Date of Assessment (YEAR / MONTH / DAY) | Amount of Tax | for Period ending (YEAR / MONTH / DAY) |
|---|---|---|---|---|
| ☐ | | | $ | |
| OR | | | | |
| ☐ | Statement of Disallowance of Rebate/Refund Claim No. _____ | | Statement Date (YEAR / MONTH / DAY) | Rebate/Refund Amount $ |

## STATEMENT OF REASONS FOR APPEAL

(Set out relevant facts and law to be relied on in support of the appeal.)

INSTRUCTIONS:

To be prepared in quadruplicate, ONE copy to be retained, TWO copies to be sent by registered mail addressed to the Minister of Revenue, c/o the Director, Tax Appeals, Ministry of Revenue, Queen's Park, Toronto, Ontario, M7A 1X8 and ONE copy to be filed with the Supreme Court of Ontario in accordance with the statute under which the appeal is taken.

The copies addressed to the Minister must be postmarked within 90 days after the day of mailing of the notification that the Minister has confirmed the assessment or reassessed. The copy for the Supreme Court must be filed with the court within the same 90 day period. The Notice of Appeal must be signed by the Appellant or someone authorized to represent the Appellant in the appeal proceedings.

1246 (79-10)

O. Reg. 874/79, Form 2.

# REGULATION 934

under the Tobacco Tax Act

## GENERAL

**1.** In this Regulation, "collector" means a person designated to act as agent of the Minister under section 2. O. Reg. 285/72, s. 1, *part*.

**2.** The Minister may designate any person to collect the tax imposed by the Act, and the person so designated shall be an agent of the Minister and shall collect and remit the tax to the Treasurer of Ontario. O. Reg. 285/72, s. 1, *part*.

**3.** Every application for a wholesale dealer's permit shall,

(*a*) contain the name and address of the wholesale dealer; and

(*b*) be signed by the wholesale dealer and, where the wholesale dealer is a partnership, shall be signed by one of the partners, and, where the wholesale dealer is a corporation, association or syndicate, shall be signed by the president or other duly authorized officer thereof. R.R.O. 1970, Reg. 812, s. 2.

**4.** Every wholesale dealer's permit shall designate the principal place at which the business of the wholesale dealer is to be carried on and shall be displayed in a prominent position at the wholesale dealer's principal place of business. R.R.O. 1970, Reg. 812, s. 3.

**5.** Every wholesale dealer who ceases to be a wholesale dealer shall surrender his permit to the Minister within ten days of the cessation. O. Reg. 862/75, s. 1, *part*.

**6.** Every wholesale dealer who changes the name under which he is carrying on business or the address of his principal place of business shall immediately notify the Minister. O. Reg. 862/75, s. 1, *part*.

**7.** Every wholesale dealer's permit shall be renewed annually and remains in force, unless otherwise cancelled or suspended, until the 31st day of December in each year. R.R.O. 1970, Reg. 812, s. 6.

**8.** Where a wholesale dealer's permit has been lost, destroyed or defaced, the wholesale dealer shall immediately advise the Minister of the loss, destruction or defacement and the Minister may issue a copy of the permit, which shall have the same force and effect as the original. O. Reg. 862/75, s. 2.

**9.** Every wholesale dealer shall imprint his permit number in a prominent place on all stationery used by him in connection with his business as a wholesale dealer. R.R.O. 1970, Reg. 812, s. 8.

**10.** Every dealer who is not a collector shall collect the tax imposed by the Act and pay over the tax to a collector. R.R.O. 1970, Reg. 812, s. 9.

**11.**—(1) Every collector shall on or before the 28th day of each month, in respect of the preceding month,

(*a*) deliver to the Minister such return as the Minister requires; and

(*b*) remit to the Minister with the return required by clause (*a*) the amount of tax paid over by the dealer to the collector under section 10.

(2) Notwithstanding subsection (1), the Minister may, upon application in writing, authorize a collector who maintains his records so that he closes his books at the end of a period that does not coincide with a calendar month, but that is no longer in duration than five weeks, to deliver the return and remit the tax required by subsection (1) on or before the 28th day following the end of such period. O. Reg. 821/77, s. 1.

**12.**—(1) Where the Minister has authorized a collector to file his return under subsection 11 (2), the collector shall, on or before the 1st day of March in each year, provide the Minister with a statement indicating the dates upon which the collector will end each period during the following fiscal year. O. Reg. 862/75, s. 4.

(2) The fiscal year referred to in subsection (1) shall commence on the first day of April. R.R.O. 1970, Reg. 812, s. 11 (2).

**13.**—(1) The Minister may upon application in writing authorize a collector to deliver a consolidated return with respect to all his places of business.

(2) Where the Minister has authorized a collector to deliver a consolidated return as provided in subsection (1), the return shall be accompanied by a schedule showing the address of each place of business and the amount of tax collected at each place of business. O. Reg. 862/75, s. 5, *part*.

**14.** Every retail dealer who purchases tobacco from a person other than a wholesale dealer holding a permit issued under the Act shall prepare a report giving particulars of the purchase and

forward the report, together with all taxes due with respect to the tobacco, to the Minister within twenty-five days of the purchase. O. Reg. 862/75, s. 5, *part*.

**15.** Every consumer who purchases tobacco from any person who does not hold either a vendor's permit issued under the *Retail Sales Tax Act*, or a wholesale dealer's permit issued under the *Tobacco Tax Act*, shall prepare a report giving particulars of the purchase and forward the report, together with all taxes due with respect to the tobacco, to the Minister within twenty-five days of the purchase. O. Reg. 862/75, s. 5, *part*.

**16.** Where the Minister requires a dealer to complete an inventory under subsection 14 (6) of the Act there may be paid to such dealer an amount, equal to 5 per cent of any additional tax due on such inventory at the time of remittance by the dealer to the Minister, as compensation for his services in compiling the inventory and the dealer may deduct such compensation from the tax otherwise to be remitted to the Treasurer but no deduction may be made if a dealer fails to complete an inventory report or remit the tax due and payable by him at the time and in the manner required by the request for such inventory. O. Reg. 529/76, s. 1.

**17.**—(1) Every collector shall keep at his principal place of business records and books of account in such form and containing such information as will enable the accurate determination of the taxes collectable under the Act. R.R.O. 1970, Reg. 812, s. 19 (1).

(2) Every collector shall, until written permission for their disposal is received from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such record or book of account. O. Reg. 862/75, s. 8.

**18.**—(1) The Minister may require a collector to deposit with the Minister security satisfactory to the Minister in an amount not less than an amount equal to three times the amount of the estimated tax that would be collected by the collector each month under the Act. O. Reg. 862/75, s. 9, *part*; O. Reg. 419/79, s. 1 (1).

(2) Where a collector who has deposited security with the Minister under subsection (1) has failed to collect or remit tax in accordance with the Act, the Minister may, by giving written notice to the collector by registered mail or personal service, apply the security in whole or in part to the amount that should have been collected, remitted or paid by the collector under the Act. O. Reg. 419/79, s. 1 (2).

**19.** The Minister may, upon application from a collector, refund the tax remitted by the collector for tobacco that has been returned by a dealer to the collector for credit and upon which tax has been collected at the time of delivery to the dealer. O. Reg. 862/75, s. 9, *part*.

**20.**—(1) The Minister may refund to a collector tax remitted by him to the Minister to the extent that the purchase price of the tobacco products on which the tax was paid has become a bad debt of the collector, but, except where clause (2) (*a*) is applicable, no refund may be made under this section with respect to tobacco products which have been purchased from the collector prior to May 1st, 1972. O. Reg. 862/75, s. 10, *part*.

(2) For the purpose of this section the purchase price of tobacco products shall be deemed to have become a bad debt of a collector, to the extent that such purchase price is receivable by the collector from a dealer who is the holder of a valid permit issued under the *Tobacco Tax Act* or a valid vendor's permit issued under the *Retail Sales Tax Act*, where,

(*a*) the dealer has become a bankrupt and the collector has notified the Minister of the bankruptcy within ten days of the receipt of the first Notice to Creditors; or

(*b*) the dealer has not become bankrupt and has failed to remit such purchase price or a portion thereof to the collector notwithstanding that,

(i) the collector has demanded such amount in writing within one month of the sale and at intervals of not more than one month thereafter for a period of six months, and

(ii) the collector has taken all reasonable and necessary steps to effect collection of such amount. O. Reg. 285/72, s. 3, *part*.

(3) Where the Minister does not receive the notice referred to in clause (2) (*a*), he may refuse to make any refund under this section unless he is satisfied that the Treasurer has suffered no financial loss from the Minister's being unable, through the collector's failure to give notice of the bankruptcy within the said ten days, to file a proof of claim in the bankruptcy, in which case the Minister may refund to the collector the whole or such lesser amount of the refund claimed as the Minister determines to be reasonable in the circumstances. O. Reg. 821/77, s. 2.

(4) No refund shall be made under this section unless an application therefor is received by the Minister in an approved form together with such information as is required by the Minister. O. Reg. 285/72, s. 3, *part*.

(5) Where a tax refund has been made under this section, such tax shall remain payable to the Minister and such tax shall be repaid to the Minister out of any subsequent recovery made by the collector. O. Reg. 862/75, s. 10, *part*.

**21.** Where a collector establishes to the satisfaction of the Minister that tax has been remitted

by him to the Minister in respect of tobacco products which by reason of a loss by fire, theft or breaking and entering he is unable to recover from a dealer or consumer, the Minister may refund such tax to the collector provided that,

(*a*) the loss can be substantiated by such evidence as may be required by the Minister from time to time;

(*b*) in the case of a loss by theft or breaking and entering, it has been established that the loss did not result either directly or indirectly from the negligence of the collector; and

(*c*) the loss occurred on or after the 1st day of May, 1972. O. Reg. 862/75, s. 11.

**22.** Where an application for a refund under this Regulation or under section 26 of the Act is supported in whole or in part by an invoice or invoices on or in connection with which the applicant has misrepresented a material fact, the amount of the refund that may be made by the Minister in respect of the application shall be reduced by the greater of $5 or 200 per cent of the amount of the refund claimed through the use of the invoice or invoices on or in connection with which the misrepresentation is made. O. Reg. 806/77, s. 2.

**23.** The following classes of persons are exempt from the payment of the tax imposed by the Act:

1. Those members of the Diplomatic Corps eligible for inclusion in the Diplomatic List and Representatives of other Countries in Canada as published by the Department of External Affairs, where the tobacco so acquired is for their exclusive use, as follows:

   i. Heads of Missions, including Ambassadors, Ministers and Chargés d'Affaires of foreign countries stationed at Ottawa and diplomatic officers on their staffs.

   ii. High Commissioners representing countries of the British Commonwealth and officers on their staffs enjoying diplomatic status who are stationed in Ontario.

   iii. Consuls-General, Consuls and Vice-Consuls of career who are stationed in Ontario.

   iv. Trade Commissioners and Assistant Trade Commissioners of career who are stationed in Ontario.

2. Indians who purchase on a reserve tobacco for their exclusive use, and "reserve" for the purposes of this section means a reserve, as defined under the *Indian Act* (Canada) or an Indian settlement located on Crown land, the Indian inhabitants of which are treated by the Department of Indian Affairs and Northern Development in the same manner as Indians residing on a reserve as defined under the *Indian Act* (Canada). R.R.O. 1970, Reg. 812, s. 25; O. Reg. 806/77, s. 3; O. Reg. 419/79, s. 2.

**24.** The following tobacco products are excluded from the Act:

1. Tobacco that is returned either to a manufacturer or importer to be destroyed because it is unfit for consumption.

2. Tobacco that is exported from Ontario. R.R.O. 1970, Reg. 812, s. 26.

**25.**—(1) The rate of interest payable under subsection 11 (1) of the Act is 12 per cent per annum.

(2) The rate of interest payable under subsection 26 (4) of the Act is,

(*a*) 6 per cent per annum for that portion of the period of calculation referred to therein that is before the 1st day of August, 1980; and

(*b*) 12 per cent per annum for that portion of the period of calculation referred to therein that is after the 31st day of July, 1980.

(3) The rate of interest payable under subsection 26 (5) of the Act is,

(*a*) 9 per cent per annum for the period of calculation referred to therein and described in subsection (2) of the said section that is before the 1st day of August, 1980; and

(*b*) 12 per cent per annum for the period of calculation referred to therein and described in subsection (2) of the said section that is after the 31st day of July, 1980. O. Reg. 602/80, s. 1.

**26.** The Minister may extend the time for making any return either before or after the time for making it has expired. O. Reg. 862/75, s. 12, *part*.

**27.**—(1) The Deputy Minister of Revenue may exercise any power or perform any duty conferred or imposed upon the Minister by the Act or this Regulation. O. Reg. 533/80, s. 1 (1).

(2) The officer in the Ministry of Revenue holding the position of Assistant Deputy Minister, Tax Revenue may exercise any power or perform any duty conferred or imposed upon the Minister by the Act or this Regulation. O. Reg. 533/80, s. 1 (2).

(3) The officer in the Ministry of Revenue holding the position of Director, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister,

(*a*) under the following sections of the Act,

(i) section 4,

(ii) subsection 6 (1),

(iii) subsection 11 (3),

(iv) clauses 14 (1) (*a*), (*b*) and (*c*) and subsections 14 (2), (4) and (6),

(v) subsection 17 (1),

(vi) subsection 22 (2); and

(*b*) under the following sections of this Regulation,

(i) section 2,

(ii) clause 11 (1) (*a*),

(iii) subsection 11 (2),

(iv) subsection 13 (1),

(v) subsection 17 (2), and

(vi) sections 18 and 26.

O. Reg. 806/77, s. 5, *part;* O. Reg. 333/80, s. 1 (1); O. Reg. 1095/80, s. 1 (1).

(4) The officer in the Ministry of Revenue holding the position of Manager of Operations, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister,

(*a*) under subsection 6 (1) and clauses 14 (1) (*a*), (*b*) and (*c*) and subsections 14 (2) and (6) of the Act; and

(*b*) under the following sections of this Regulation,

(i) subsection 11 (2),

(ii) subsection 13 (1), and

(iii) subsection 17 (2).

O. Reg. 806/77, s. 5, *part*; O. Reg. 333/80, s. 1 (1); O. Reg. 1095/80, s. 1 (2).

(5) The officer in the Ministry of Revenue holding the position of Manager, Tax Advisory Services, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister under subsection 6 (1) of the Act and under sections 18 and 26 of this Regulation. O. Reg. 333/80, s. 1 (2).

(6) The officer in the Ministry of Revenue holding the position of Manager of Audit, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister under clauses 14 (1) (*a*), (*b*) and (*c*) and subsections 14 (2) and (6) of the Act. O. Reg. 1095/80, s. 1 (3).

(7) The officer in the Ministry of Revenue holding the position of Director, Special Investigations Branch, may exercise the powers and perform the duties of the Minister under subsections 14 (1), (2), (3) and (4) of the Act.

(8) The officer in the Ministry of Revenue holding the position of Director, Legal Services Branch, may exercise the powers and perform the duties of the Minister under subsection 13 (11), under clause 16 (1) (*b*), under subsection 17 (1) and under subsection 22 (2) of the Act. O. Reg. 1095/80, s. 1 (4).

(9) The officer in the Ministry of Revenue holding the position of Director, Tax Appeals Branch, may exercise the power or perform the duty conferred or imposed upon the Minister under subsection 13 (11). O. Reg. 1095/80, s. 1 (5).

# REGULATION 935

under the Toronto Area Transit Operating Authority Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "parking lot" means property under the management of the Authority set apart for the parking of vehicles of patrons of a transit system;

(*b*) "proper authority" means a station attendant or a bus operator or his immediate supervisors and includes an employee of the Authority carrying an identification card issued by the Authority;

(*c*) "senior citizen" means a person sixty-five years of age or over;

(*d*) "student" means a person living in an area served by a transit system who is,

(i) in full daytime attendance at a public or private elementary or secondary school, or

(ii) in full time attendance for a minimum period of twelve consecutive weeks and not earning a salary from full time employment while attending a post-secondary educational institution, or a post-secondary vocational institution that is either public or registered under the *Private Vocational Schools Act*;

(*e*) "vehicle" means a vehicle as defined in the *Highway Traffic Act* and includes a motorized snow vehicle. O. Reg. 102/76, s. 1; O. Reg. 72/77, s. 1.

**2.**—(1) Except as otherwise provided in this section, the fare to be paid for a single one-way ride on a transit system operated by or for the Authority shall be the applicable fare for such passage designated by the Schedules.

(2) Where a fare is referred to in a Schedule as an exact fare, a person tendering the fare on a transit system shall pay for that fare with the exact cash amount indicated in the Schedule or with a ticket with a value equal to the exact cash amount. O. Reg. 102/76, s. 2 (1, 2).

(3) The tariff to be paid for,

(*a*) ten one-way tickets;

(*b*) ten student one-way tickets;

(*c*) an adult monthly pass;

(*d*) a student monthly pass; or

(*e*) a family day pass,

is that amount in the respective columns of the Table, as the case may be, set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table, as determined from the Schedules. O. Reg. 211/78, s. 1 (1).

(4) The tariff to be paid by a senior citizen who presents proof of age is that amount in column 3 of the Table, set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table as determined from the Schedules. O. Reg. 72/77, s. 2 (2).

(5) Except as provided in subsections (6) and (9), the tariff to be paid for a child under twelve years of age is that amount in column 3 of the Table set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table as determined from the Schedules.

(6) No fare shall be payable for a child who has not reached his fifth birthday where the child,

(*a*) is accompanied by an adult passenger; and

(*b*) does not occupy a seat to the exclusion of another passenger.

(7) Notwithstanding subsection (6), where an adult passenger is accompanied by more than one child who has not yet reached his fifth birthday the adult shall pay, in addition to his own fare, the fare prescribed in subsection (5) on behalf of each additional child.

(8) The fare payable by a child twelve years of age or over is that fare that would be payable by an adult passenger as determined under subsection (1). O. Reg. 102/76, s. 2 (5-8).

(9) Subject to twenty-four hours' notice and the confirmation that space is available, a group ticket may be sold for the carriage of children as a group on the basis of half-fare of a one-way fare per child provided that,

(*a*) each child is under the age of twelve years or in full daytime attendance at an elementary school;

(*b*) the group consists of at least twenty children;

(*c*) the group is under adult supervision; and

(*d*) the group ticket is purchased at least fifteen minutes prior to scheduled departure time. O. Reg. 72/77, s. 2 (3).

(10) An adult monthly pass or a student monthly pass shall be,

(*a*) valid for the period of one calendar month;

(*b*) sold not sooner than ten days before the commencement of the month for which the pass is valid and not later than fourteen days after the commencement of that month;

(*c*) sold only at stations and agencies during their hours of operation; and

(*d*) valid for the personal use of the purchaser of the pass and only if signed by the purchaser. O. Reg. 193/80, s. 1 (1).

(11) A student monthly pass is valid only during the calendar month and year for which it is issued and is valid for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass. O. Reg. 211/78, s. 1 (2).

(12) An adult monthly pass is valid only during the calendar month and year for which it is issued and is valid for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass.

(13) A student monthly pass shall be sold only upon presentation of a student identification card issued by the Authority. O. Reg. 102/76, s. 2, (12, 13).

(14) An adult monthly pass or a student monthly pass is subject to cancellation by and return to the Authority where the holder of the pass,

(*a*) wilfully causes damage to a vehicle, rolling stock or other property on the transit system; or

(*b*) fails to comply with the conditions under which the pass is sold. O. Reg. 72/77, s. 2 (4), *part*.

(15) The Authority may, from time to time, establish special fares for package trips provided that the portion of the special fare applicable to transportation is not less than seventy-seven per cent of the regular fare otherwise provided in this Regulation. O. Reg. 72/77, s. 2 (5).

(16) No receipt shall be issued to a passenger upon payment of a required fare other than a ticket which shall be surrendered on demand by a proper authority.

(17) Where the amount of the fare charged for passage on a transit system is disputed, the passenger shall pay the amount requested by a proper authority.

(18) A passenger who refuses to pay the amount of fare requested by a proper authority shall be refused passage on the transit system. O. Reg. 102/76, s. 2 (19-21).

(19) Where a passenger presents satisfactory proof to a proper authority that he is blind and who is not accompanied by a seeing-eye dog but is accompanied by a sighted attendant, the blind passenger may purchase one adult single fare or an adult monthly pass for the carriage of the blind passenger and the attendant. O. Reg. 193/80, s. 1 (2).

(20) Where a passenger presents satisfactory proof to a proper authority that he is disabled and is accompanied by an attendant, the disabled passenger may purchase one adult single fare or an adult monthly pass for the carriage of the disabled passenger and the attendant. O. Reg. 193/80, s. 1 (3).

(21) A family day pass shall be,

(*a*) sold only at stations and agencies during their hours of operation;

(*b*) valid for an unlimited number of trips during any one day;

(*c*) sold to a group, the members of which are not necessarily related to each other, consisting of a maximum of five persons of whom at least one but not more than two must be eighteen years of age or over; and

(*d*) free if two members of the group have valid adult monthly passes. O. Reg. 211/78, s. 1 (4), *part*; O. Reg. 193/80, s. 1 (4).

(22) Where more than one transit service is provided between two places by the Authority, a local transit system, or a combination thereof, the Authority may charge on any such service operated by it a premium fare and the amount of the premium fare shall be,

(*a*) for a single one-way fare, 40 cents plus the amount of the fare set out in the applicable Schedule; and

(*b*) for a pass or ten one-way tickets, the amount in the applicable column of the Table that corresponds to the amount in column 1 of the Table equivalent to 40 cents plus the single one-way fare for the service. O. Reg. 211/78, s. 1 (4), *part*; O. Reg. 193/80, s. 1 (5).

(23) Ten student one-way tickets shall be,

(*a*) sold at the Authority's head office upon presentation by the student of proof of enrolment at a school, college or university;

(*b*) valid for the personal use of the student purchaser only; and

(*c*) sold in quantities of not more than forty tickets to any one purchaser in any two-month period. O. Reg. 211/78, s. 1 (4), *part*.

**3.**—(1) A ticket issued by the Authority is valid only for a continuous passage without a stop-over on a train or bus scheduled to stop at the destination printed, marked or punched on the ticket.

(2) Where a passenger travels beyond the destination printed, marked or punched on his ticket he shall be charged the proper adult single fare for the trip beyond that destination. O. Reg. 102/76, s. 3.

**4.**—(1) Subject to subsection 3 (2), no person shall travel on a transit system without a valid ticket or pass issued by or acceptable to the Authority.

(2) A passenger, when requested, shall show his ticket to the proper authority and if he fails to do so he may be refused passage on the transit system and shall be required to pay the maximum fare, pursuant to the Schedules, calculated from the point of origin of the train or bus service to the destination where he disembarks. O. Reg. 102/76, s. 4.

**5.**—(1) Except as provided by this section, no refund of fares shall be made.

(2) The amount of a refund on an unused single one-way ticket or half-fare ticket, as the case may be, shall be the amount that was paid for the ticket at the time it was purchased.

(3) The amount of a refund on an unused group fare ticket, purchased under subsection 2 (9), shall be the full amount paid for the ticket.

(4) Where a refund is claimed on a student monthly pass or an adult monthly pass, the pass shall be deemed to have been used up to,

(*a*) the day the pass is returned in person to the officers of the Authority; or

(*b*) the date of the postmark on the envelope where the pass is mailed by the holder of the pass and received at the offices of the Authority.

(5) The amount of a refund on an adult monthly pass shall be determined by deducting from the amount paid for the pass the amount obtained by multiplying 1.35 times the single one-way fare that would be payable for the same trip times the number of days the pass was valid.

(6) The amount of a refund on a student monthly pass shall be determined by deducting from the amount paid for the pass the amount obtained by multiplying 0.68 times the single one-way fare that would be payable for the same trip times the number of days the pass was valid. O. Reg. 102/76, s. 5 (1-6).

(7) The amount of a refund on the unused portion of a book of ten one-way tickets shall be determined by deducting from the amount paid for the tickets, the value of the used tickets calculated as the single one-way fare rate that would be payable for the same trip. O. Reg. 72/77, s. 3.

**6.** Except for a seeing-eye dog accompanying a blind passenger, no animal shall be brought on a transit system operated by or for the Authority. O. Reg. 102/76, s. 6.

**7.** No person shall enter or leave a station or station grounds or other facility of a transit system operated by or for the Authority except through a designated entrance or exit, as the case may be. O. Reg. 102/76, s. 7.

**8.** It is a term and condition of every ticket or pass issued by the Authority that,

(*a*) the Authority and its employees and agents are not liable to patrons for lost or stolen tickets or passes;

(*b*) the Authority and its operators are not liable for delays caused by accidents, road or track conditions, snow storms or other conditions beyond their control or for failure to depart from or arrive at any point, station or destination at the time shown in timetables published by the Authority;

(*c*) trains and buses shall be required to make stops only as provided by the timetables established by the Authority except for accidents, road or track conditions, snow storms or other conditions beyond their control or where for reasons of safety an alternate stopping place is required;

(*d*) the Authority and its employees and agents shall have the right, whenever operating circumstances require it, to transfer a passenger from a train to a bus or from a bus to a train or to another train or bus, as the case may be;

(*e*) the Authority, its employees and agents are not responsible for loss of or damage to property of passengers carried on the transit system; and

(*f*) the holder of a ticket or pass shall not smoke on a train or bus and shall smoke only in an area of a facility designated as a smoking area. O. Reg. 102/76, s. 8; O. Reg. 686/77, s. 2.

**9.** Any person,

(*a*) in possession of,

(i) explosives,

(ii) a firearm,

(iii) a dangerous weapon, or

(iv) flammable material;

(*b*) under the influence of drugs or alcohol;

(*c*) whose conduct or behaviour is or is likely to be objectionable to other passengers; or

(*d*) carrying hand luggage, a parcel or any object or thing that is likely to inconvenience other passengers,

may be refused passage by a proper authority on a transit system operated by or for the Authority. O. Reg. 102/76, s. 9.

**10.**—(1) No person shall operate a vehicle within a parking lot at a speed in excess of twenty-five kilometres per hour. O. Reg. 193/80, s. 2 (1), *part*.

(2) No person shall park or operate any vehicle, including a bicycle, motorcycle and a motorized snow vehicle, within a parking lot unless the parking or operation of the vehicle is incidental to the use of the transit system by the driver or a passenger of the vehicle.

(3) No person shall park a vehicle within a parking lot,

(*a*) except in a designated parking space unless otherwise directed by an officer of the Authority; or

(*b*) for a period of more than forty-eight hours without the written permission of the Authority. O. Reg. 211/78, s. 2.

(4) No person shall distribute or place handbills, signs, notices or any other form of written or printed matter within or on a train, vehicle, building, parking lot or other facility of the Authority.

(5) No person shall litter a train, vehicle, building, parking lot or other facility of the Authority. O. Reg. 193/80, s. 2 (1), *part*.

(6) Nothing in this section shall prohibit the posting of signs, official notices and information by the Authority. O. Reg. 102/76, s. 10 (6).

(7) No person having entered a train, vehicle, building, parking lot or other facility of the Authority shall loiter or linger without due cause.

(8) No person shall sell or attempt to sell any merchandise, article or other thing or solicit members of the public for any purpose in any train, vehicle, building, parking lot or other facility of the Authority without the written permission of the Authority. O. Reg. 193/80, s. 2 (2).

Table

FARE CONVERSION TABLE

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 |
|---|---|---|---|---|---|---|---|
| Single Fare $ | 10 Ride Fare $ | Half Fare $ | Adult Monthly Fare $ | Student 10 Ride Fare $ | Student Monthly Fare $ | Family Pass Fare $ | Family & 1 Adult Pass Fare $ |
| .65 | 5.75 | .35 | 20.00 | 4.50 | 12.00 | 2.25 | 1.25 |
| .70 | 6.25 | .35 | 21.00 | 5.00 | 13.00 | 2.50 | 1.25 |
| .75 | 6.50 | .40 | 23.00 | 5.25 | 14.00 | 2.75 | 1.25 |
| .80 | 7.00 | .40 | 24.00 | 5.75 | 15.00 | 2.75 | 1.50 |
| .85 | 7.50 | .45 | 26.00 | 6.00 | 16.00 | 3.00 | 1.50 |
| .90 | 7.75 | .45 | 27.00 | 6.25 | 16.00 | 3.25 | 1.50 |
| .95 | 8.25 | .50 | 29.00 | 6.75 | 17.00 | 3.25 | 1.75 |
| 1.00 | 8.75 | .50 | 30.00 | 7.00 | 18.00 | 3.50 | 1.75 |
| 1.05 | 9.25 | .55 | 32.00 | 7.50 | 19.00 | 3.75 | 1.75 |
| 1.10 | 9.50 | .55 | 33.00 | 7.75 | 20.00 | 3.75 | 2.00 |
| 1.15 | 10.00 | .60 | 35.00 | 8.00 | 21.00 | 4.00 | 2.00 |
| 1.20 | 10.50 | 60 | 36.00 | 8.50 | 22.00 | 4.25 | 2.00 |
| 1.25 | 11.00 | .65 | 38.00 | 8.75 | 23.00 | 4.50 | 2.25 |
| 1.30 | 11.25 | .65 | 39.00 | 9.25 | 24.00 | 4.50 | 2.25 |
| 1.35 | 11.75 | .70 | 41.00 | 9.50 | 25.00 | 4.75 | 2.25 |
| 1.40 | 12.25 | .70 | 42.00 | 9.75 | 25.00 | 5.00 | 2.50 |
| 1.45 | 12.50 | .75 | 44.00 | 10.25 | 26.00 | 5.00 | 2.50 |
| 1.50 | 13.00 | .75 | 45.00 | 10.50 | 27.00 | 5.25 | 2.75 |
| 1.55 | 13.50 | .80 | 47.00 | 11.00 | 28.00 | 5.50 | 2.75 |
| 1.60 | 14.00 | .80 | 48.00 | 11.25 | 29.00 | 5.50 | 2.75 |
| 1.65 | 14.25 | .85 | 50.00 | 11.50 | 30.00 | 5.75 | 3.00 |
| 1.70 | 14.75 | .85 | 51.00 | 12.00 | 31.00 | 6.00 | 3.00 |
| 1.75 | 15.25 | .90 | 53.00 | 12.25 | 32.00 | 6.25 | 3.00 |
| 1.80 | 15.75 | .90 | 54.00 | 12.75 | 33.00 | 6.25 | 3.25 |
| 1.85 | 16.00 | .95 | 56.00 | 13.00 | 34.00 | 6.50 | 3.25 |
| 1.90 | 16.50 | .95 | 57.00 | 13.25 | 34.00 | 6.75 | 3.25 |
| 1.95 | 17.00 | 1.00 | 59.00 | 13.75 | 35.00 | 6.75 | 3.50 |
| 2.00 | 17.25 | 1.00 | 60.00 | 14.00 | 36.00 | 7.00 | 3.50 |
| 2.05 | 17.75 | 1.05 | 62.00 | 14.50 | 37.00 | 7.25 | 3.50 |
| 2.10 | 18.25 | 1.05 | 63.00 | 14.75 | 38.00 | 7.25 | 3.75 |
| 2.15 | 18.75 | 1.10 | 65.00 | 15.00 | 39.00 | 7.50 | 3.75 |
| 2.20 | 19.00 | 1.10 | 66.00 | 15.50 | 40.00 | 7.75 | 3.75 |
| 2.25 | 19.50 | 1.15 | 68.00 | 15.75 | 41.00 | 8.00 | 4.00 |
| 2.30 | 20.00 | 1.15 | 69.00 | 16.25 | 42.00 | 8.00 | 4.00 |
| 2.35 | 20.50 | 1.20 | 71.00 | 16.50 | 43.00 | 8.25 | 4.00 |
| 2.40 | 20.75 | 1.20 | 72.00 | 16.75 | 43.00 | 8.50 | 4.25 |
| 2.45 | 21.25 | 1.25 | 74.00 | 17.25 | 44.00 | 8.50 | 4.25 |
| 2.50 | 21.75 | 1.25 | 75.00 | 17.50 | 45.00 | 8.75 | 4.50 |
| 2.55 | 22.50 | 1.30 | 77.00 | 18.00 | 46.00 | 9.00 | 4.50 |
| 2.60 | 22.50 | 1.30 | 78.00 | 18.25 | 47.00 | 9.00 | 4.50 |
| 2.65 | 23.00 | 1.35 | 80.00 | 18.50 | 48.00 | 9.25 | 4.75 |
| 2.70 | 23.50 | 1.35 | 81.00 | 19.00 | 49.00 | 9.50 | 4.75 |
| 2.75 | 23.75 | 1.40 | 83.00 | 19.25 | 50.00 | 9.75 | 4.75 |
| 2.80 | 24.25 | 1.40 | 84.00 | 19.75 | 51.00 | 9.75 | 5.00 |
| 2.85 | 24.75 | 1.45 | 86.00 | 20.00 | 52.00 | 10.00 | 5.00 |
| 2.90 | 25.25 | 1.45 | 87.00 | 20.25 | 52.00 | 10.25 | 5.00 |
| 2.95 | 25.50 | 1.50 | 89.00 | 20.75 | 53.00 | 10.25 | 5.25 |
| 3.00 | 26.00 | 1.50 | 90.00 | 21.00 | 54.00 | 10.50 | 5.25 |
| 3.05 | 26.50 | 1.55 | 92.00 | 21.50 | 55.00 | 10.75 | 5.25 |
| 3.10 | 27.00 | 1.55 | 93.00 | 21.75 | 56.00 | 10.75 | 5.50 |
| 3.15 | 27.25 | 1.60 | 95.00 | 22.00 | 57.00 | 11.00 | 5.50 |
| 3.20 | 27.75 | 1.60 | 96.00 | 22.50 | 58.00 | 11.25 | 5.50 |
| 3.25 | 28.25 | 1.65 | 98.00 | 22.75 | 59.00 | 11.50 | 5.75 |
| 3.30 | 28.50 | 1.65 | 99.00 | 23.25 | 60.00 | 11.50 | 5.75 |
| 3.35 | 29.00 | 1.70 | 101.00 | 23.50 | 61.00 | 11.75 | 5.75 |
| 3.40 | 29.50 | 1.70 | 102.00 | 23.75 | 61.00 | 12.00 | 6.00 |
| 3.45 | 30.00 | 1.75 | 104.00 | 24.25 | 62.00 | 12.00 | 6.00 |
| 3.50 | 30.25 | 1.75 | 105.00 | 24.50 | 63.00 | 12.25 | 6.25 |

FARE CONVERSION TABLE—*Cont'd*

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 |
|---|---|---|---|---|---|---|---|
| Single Fare $ | 10 Ride Fare $ | Half Fare $ | Adult Monthly Fare $ | Student 10 Ride Fare $ | Student Monthly Fare $ | Family Pass Fare $ | Family & 1 Adult Pass Fare $ |
| 3.55 | 30.75 | 1.80 | 107.00 | 25.00 | 64.00 | 12.50 | 6.25 |
| 3.60 | 31.25 | 1.80 | 108.00 | 25.25 | 65.00 | 12.50 | 6.25 |
| 3.65 | 31.75 | 1.85 | 110.00 | 25.50 | 66.00 | 12.75 | 6.50 |
| 3.70 | 32.00 | 1.85 | 111.00 | 26.00 | 67.00 | 13.00 | 6.50 |
| 3.75 | 32.50 | 1.90 | 113.00 | 26.25 | 68.00 | 13.25 | 6.50 |
| 3.80 | 33.00 | 1.90 | 114.00 | 26.75 | 69.00 | 13.25 | 6.75 |
| 3.85 | 33.50 | 1.95 | 116.00 | 27.00 | 70.00 | 13.50 | 6.75 |
| 3.90 | 33.75 | 1.95 | 117.00 | 27.25 | 70.00 | 13.75 | 6.75 |
| 3.95 | 34.25 | 2.00 | 119.00 | 27.75 | 71.00 | 13.75 | 7.00 |
| 4.00 | 34.75 | 2.00 | 120.00 | 28.00 | 72.00 | 14.00 | 7.00 |
| 4.05 | 35.00 | 2.05 | 122.00 | 28.50 | 73.00 | 14.25 | 7.00 |
| 4.10 | 35.50 | 2.05 | 123.00 | 28.75 | 74.00 | 14.25 | 7.25 |
| 4.15 | 36.00 | 2.10 | 125.00 | 29.00 | 75.00 | 14.50 | 7.25 |
| 4.20 | 36.50 | 2.10 | 126.00 | 29.50 | 76.00 | 14.75 | 7.25 |
| 4.25 | 36.75 | 2.15 | 128.00 | 29.75 | 77.00 | 15.00 | 7.50 |
| 4.30 | 37.25 | 2.15 | 129.00 | 30.25 | 78.00 | 15.00 | 7.50 |
| 4.35 | 37.75 | 2.20 | 131.00 | 30.50 | 79.00 | 15.25 | 7.50 |
| 4.40 | 38.25 | 2.20 | 132.00 | 30.75 | 79.00 | 15.50 | 7.75 |
| 4.45 | 38.50 | 2.25 | 134.00 | 31.25 | 80.00 | 15.50 | 7.75 |
| 4.50 | 39.00 | 2.25 | 135.00 | 31.50 | 81.00 | 15.75 | 8.00 |
| 4.55 | 39.50 | 2.30 | 137.00 | 32.00 | 82.00 | 16.00 | 8.00 |
| 4.60 | 39.75 | 2.30 | 138.00 | 32.25 | 83.00 | 16.00 | 8.00 |
| 4.65 | 40.25 | 2.35 | 140.00 | 32.50 | 84.00 | 16.25 | 8.25 |
| 4.70 | 40.75 | 2.35 | 141.00 | 33.00 | 85.00 | 16.50 | 8.25 |
| 4.75 | 41.25 | 2.40 | 143.00 | 33.25 | 86.00 | 16.75 | 8.25 |
| 4.80 | 41.50 | 2.40 | 144.00 | 33.75 | 87.00 | 16.75 | 8.50 |
| 4.85 | 42.00 | 2.45 | 146.00 | 34.00 | 88.00 | 17.00 | 8.50 |
| 4.90 | 42.50 | 2.45 | 147.00 | 34.25 | 88.00 | 17.25 | 8.50 |
| 4.95 | 43.00 | 2.50 | 149.00 | 34.75 | 89.00 | 17.25 | 8.75 |
| 5.00 | 43.25 | 2.50 | 150.00 | 35.00 | 90.00 | 17.50 | 8.75 |
| 5.05 | 44.75 | 2.25 | 152.00 | 36.50 | 94.00 | 18.25 | 8.75 |
| 5.10 | 45.25 | 2.55 | 153.00 | 36.75 | 95.00 | 18.25 | 9.00 |
| 5.15 | 45.75 | 2.60 | 155.00 | 37.25 | 96.00 | 18.50 | 9.00 |
| 5.20 | 46.00 | 2.60 | 156.00 | 37.50 | 97.00 | 18.75 | 9.00 |
| 5.25 | 46.50 | 2.65 | 158.00 | 37.75 | 98.00 | 19.00 | 9.25 |
| 5.30 | 47.00 | 2.65 | 159.00 | 38.25 | 99.00 | 19.00 | 9.25 |
| 5.35 | 47.50 | 2.70 | 161.00 | 38.50 | 100.00 | 19.25 | 9.25 |
| 5.40 | 47.75 | 2.70 | 162.00 | 39.00 | 101.00 | 19.50 | 9.50 |
| 5.45 | 48.25 | 2.75 | 164.00 | 39.25 | 102.00 | 19.50 | 9.50 |
| 5.50 | 48.75 | 2.75 | 165.00 | 39.75 | 103.00 | 19.75 | 9.75 |
| 5.55 | 49.25 | 2.80 | 167.00 | 40.00 | 103.00 | 20.00 | 9.75 |
| 5.60 | 49.75 | 2.80 | 168.00 | 40.50 | 104.00 | 20.25 | 9.75 |
| 5.65 | 50.00 | 2.85 | 170.00 | 40.75 | 105.00 | 20.25 | 10.00 |
| 5.70 | 50.50 | 2.85 | 171.00 | 41.00 | 106.00 | 20.50 | 10.00 |
| 5.75 | 51.00 | 2.90 | 173.00 | 41.50 | 107.00 | 20.75 | 10.00 |
| 5.80 | 51.50 | 2.90 | 174.00 | 41.75 | 108.00 | 21.00 | 10.25 |
| 5.85 | 51.75 | 2.95 | 176.00 | 42.25 | 109.00 | 21.00 | 10.25 |
| 5.90 | 52.25 | 2.95 | 177.00 | 42.50 | 110.00 | 21.25 | 10.25 |
| 5.95 | 52.75 | 3.00 | 179.00 | 43.00 | 111.00 | 21.50 | 10.25 |
| 6.00 | 53.25 | 3.00 | 180.00 | 43.25 | 112.00 | 21.50 | 10.50 |
| 6.05 | 53.50 | 3.05 | 182.00 | 43.75 | 113.00 | 21.75 | 10.50 |
| 6.10 | 54.00 | 3.05 | 183.00 | 44.00 | 114.00 | 22.00 | 10.75 |
| 6.15 | 54.50 | 3.10 | 185.00 | 44.25 | 115.00 | 22.25 | 10.75 |
| 6.20 | 55.00 | 3.10 | 186.00 | 44.75 | 116.00 | 22.25 | 10.75 |
| 6.25 | 55.50 | 3.15 | 188.00 | 45.00 | 116.00 | 22.50 | 11.00 |
| 6.30 | 55.75 | 3.15 | 189.00 | 45.50 | 117.00 | 22.75 | 11.00 |
| 6.35 | 56.25 | 3.20 | 191.00 | 45.75 | 118.00 | 22.75 | 11.00 |
| 6.40 | 56.75 | 3.20 | 192.00 | 46.25 | 119.00 | 23.00 | 11.25 |
| 6.45 | 57.25 | 3.25 | 194.00 | 46.50 | 120.00 | 23.25 | 11.25 |
| 6.50 | 57.50 | 3.25 | 195.00 | 46.75 | 121.00 | 23.50 | 11.50 |
| 6.55 | 58.00 | 3.30 | 197.00 | 47.25 | 122.00 | 23.50 | 11.50 |
| 6.60 | 58.50 | 3.30 | 198.00 | 47.50 | 123.00 | 23.75 | 11.50 |
| 6.65 | 59.00 | 3.35 | 200.00 | 48.00 | 124.00 | 24.00 | 11.75 |
| 6.70 | 59.25 | 3.35 | 201.00 | 48.25 | 125.00 | 24.00 | 11.75 |
| 6.75 | 59.75 | 3.40 | 203.00 | 48.75 | 126.00 | 24.25 | 11.75 |
| 6.80 | 60.25 | 3.40 | 204.00 | 49.00 | 127.00 | 24.50 | 12.00 |
| 6.85 | 60.75 | 3.45 | 206.00 | 49.50 | 128.00 | 24.75 | 12.00 |
| 6.90 | 61.25 | 3.45 | 207.00 | 49.75 | 129.00 | 24.75 | 12.00 |
| 6.95 | 61.50 | 3.50 | 209.00 | 50.00 | 130.00 | 25.00 | 12.25 |
| 7.00 | 62.00 | 3.50 | 210.00 | 50.50 | 130.00 | 25.25 | 12.25 |

O. Reg. 193/80, s. 3.

## Schedule 1

### TORONTO—HAMILTON

| B-Bus T-Train | | Guildwood | Scarboro North | Scarboro South | Metro North | Yorkdale | Metro Northwest | Etobicoke South | Port Credit Cooksville | Clarkson Erindale | Oakville | Oakville West/ Bronte | Burlington | Aldershot/ Beach | Hamilton |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Zone | 8 | 7 | 6 | 5 | 50 | 4 | 3 | 11 | 12 | 13 | 14 | 15 | 16 | 18 |
| Guildwood | 8 | 1.10 | .85 | 1.10 | 1.15 | | 1.65 | 1.85 | 2.20 | 2.65 | 2.80 | 3.10 | 3.50 | 3.85 | 4.05 |
| Scarboro North | 7 | | .80 | .95 | .90 | | 1.45 | 1.65 | 1.95 | 2.25 | 2.55 | 2.85 | 3.25 | 3.60 | 3.80 |
| Scarboro South | 6 | | | 1.10 | 1.15 | | 1.55 | | | | | | | | |
| Metro North... | 5 | | | | 80B 1.10T | | .80B 1.10T | 1.05B 1.10T | 1.45 | 1.75 | 1.95 | 2.30 | 2.65 | 3.00 | 3.20 |
| Yorkdale... | 50 | | | | | | | | | | | | | | |
| Toronto... | 2 | | | | .80B 1.10T | | 1.10 | | 1.20 | 1.55 | 1.85 | 2.20 | 2.55 | 2.90 | 3.10 |
| Metro Northwest | 4 | | | | | | .80B 1.10T | | 1.15 | 1.40 | 1.70 | 2.00 | 2.40 | 2.75 | 2.95 |
| Etobicoke South | 3 | | | | | | | 1.10 | 1.20B 1.10T | 1.20 | 1.50 | 1.85 | 2.20 | 2.55 | 2.75 |
| Port Credit/ Cooksville | 11 | | | | | | | | .80 | .90B 1.10T | 1.20 | 1.50 | 1.90 | 2.25 | 2.45 |
| Clarkson/ Erindale | 12 | | | | | | | | | .80B 1.10T | .90B 1.10T | 1.20 | 1.55 | 1.90 | 2.10 |
| Oakville | 13 | | | | | | | | | | .80 | .80B 1.10T | 1.25 | 1.60 | 1.80 |
| Oakville West/ Bronte | 14 | | | | | | | | | | | .80 | .95B 1.10T | 1.30 | 1.50 |
| Burlington | 15 | | | | | | | | | | | | .80 | 1.00 | 1.20B 1.10T |
| Aldershot Beach | 16 | | | | | | | | | | | | | .80 | .80 |
| Hamilton | 18 | | | | | | | | | | | | | | .80 |

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Schedule 2

TORONTO—MILTON

| B- Bus T-Train | | GUILDWOOD | SCARBORO NORTH | METRO NORTH | YORKDALE | METRO NORTHWEST | ETOBICOKE SOUTH | PORT CREDIT/ COOKSVILLE | CLARKSON/ ERINDALE | STREETS-VILLE/ MEADOWVALE | HORNBY | MILTON |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | ZONE | 8 | 7 | 5 | 50 | 4 | 3 | 11 | 12 | 22 | 23 | 24 |
| GUILDWOOD | 8 | 1.10 | .85 | 1.15 | | 1.65 | 1.85 | 2.20 | 2.65 | 2.65 | 3.05 | 3.25 |
| SCARBORO SOUTH | 6 | 1.10 | .95 | | | 1.55 | 1.65 | 1.95 | 2.25 | | | |
| SCARBORO NORTH | 7 | | .80 | .90 | | 1.45 | | | | 2.35 | 2.65 | 2.85 |
| METRO NORTH | 5 | | | .80B 1.10T | | .80B 1.10T | 1.05B 1.10T | 1.45 | 1.75 | 1.55 | 2.05 | 2.25 |
| YORKDALE | 50 | | | | | | | | | 1.35 | 2.05 | 2.15 |
| METRO NORTHWEST | 4 | | | | | .80B 1.10T | | 1.15 | 1.40 | 1.30 | 1.80 | 2.00 |
| TORONTO | 2 | | | .80B 1.10T | | 1.10 | | 1.20 | 1.55 | 1.95 | 2.40 | 2.60 |
| ETOBICOKE SOUTH | 3 | | | | | | 1.10 | 1.20B 1.10T | 1.20 | 1.30 | 2.00 | 2.10 |
| PORT CREDIT/ COOKSVILLE | 11 | | | | | | | .80 | .90B 1.10T | 1.30 | 1.75 | 1.90 |
| CLARKSON/ ERINDALE | 12 | | | | | | | | .80B 1.10T | 1.05 | 1.40 | 1.60 |
| STREETSVILLE/ MEADOWVALE | 22 | | | | | | | | | .80 | 1.10 | 1.30 |
| HORNBY | 23 | | | | | | | | | | .80 | .80 |
| MILTON | 24 | | | | | | | | | | | .80 |

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## Schedule 3

### TORONTO—GUELPH

| B-Bus T-Train | | GUILDWOOD | SCARBORO NORTH | SCARBORO SOUTH | METRO NORTH | YORKDALE | METRO NORTH-WEST | ETOBICOKE SOUTH | PORT CREDIT/ COOKSVILLE | BRIT-ANNIA | MALTON |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ZONE | | 8 | 7 | 6 | 5 | 50 | 4 | 3 | 11 | 21 | 41 |
| GUILDWOOD | 8 | 1.10 | .85 | 1.10 | 1.15 | | 1.65 | 1.85 | 2.20 | 2.95 | 2.00 |
| SCARBORO NORTH | 7 | | .80 | .95 | .90 | | 1.45 | 1.65 | 1.95 | 2.70 | 1.75 |
| SCARBORO SOUTH | 6 | | | 1.10 | 1.15 | | 1.55 | | | | 1.85 |
| METRO NORTH | 5 | | | | .80B 1.10T | | .80B 1.10T | 1.05B 1.10T | 1.45 | 2.10 | 1.15 |
| YORKDALE | 50 | | | | | | | | | | 1.00 |
| METRO NORTHWEST | 4 | | | | | | .80B 1.10T | | 1.15 | 1.85 | .90B 1.10T |
| TORONTO | 2 | | | | .80B 1.10T | | 1.10 | | 1.20 | 1.65 | 1.45 |
| ETOBICOKE SOUTH | 3 | | | | | | | 1.10 | 1.20B 1.10T | 1.20 | 1.10 |
| PORT CREDIT/ COOKSVILLE | 11 | | | | | | | | .80 | .90 | |
| BRITANNIA | 21 | | | | | | | | | .80 | 1.65 |
| MALTON | 41 | | | | | | | | | | .80 |
| BRAMALEA | 42 | | | | | | | | | | |
| BRAMPTON | 43 | | | | | | | | | | |
| HUTTONVILLE | 44 | | | | | | | | | | |
| GEORGETOWN | 45 | | | | | | | | | | |
| SILVERCREEK | 46 | | | | | | | | | | |
| ACTON | 47 | | | | | | | | | | |
| ROCKWOOD | 48 | | | | | | | | | | |
| GUELPH | 49 | | | | | | | | | | |

Schedule 3—*Cont'd*

TORONTO—GUELPH

| B-Bus T-Train | | BRAMALEA | BRAMPTON | HUTTON-VILLE | GEORGE-TOWN | SILVER-CREEK | ACTON | ROCKWOOD | GUELPH |
|---|---|---|---|---|---|---|---|---|---|
| ZONE | | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 |
| GUILDWOOD | 8 | 2.35 | 2.70 | 3.00 | 3.30 | 3.60 | 3.85 | 4.30 | 4.55 |
| SCARBORO NORTH | 7 | 2.10 | 2.35 | 2.70 | 3.00 | 3.35 | 3.60 | 4.05 | 4.30 |
| SCARBORO SOUTH | 6 | 2.20 | 2.60 | 2.90 | 3.25 | 3.60 | 3.85 | 4.25 | 4.55 |
| METRO NORTH | 5 | 1.45 | 1.75 | 2.05 | 2.35 | 2.70 | 3.00 | 3.45 | 3.70 |
| YORKDALE | 50 | 1.30 | 1.60 | 1.95 | | | | | |
| METRO NORTHWEST | 4 | 1.20 | 1.50 | 1.80 | 2.15 | 2.50 | 2.75 | 3.20 | 3.50 |
| TORONTO | 2 | 1.80 | 2.05 | 2.35 | 2.70 | 3.05 | 3.30 | 3.75 | 4.00 |
| ETOBICOKE SOUTH | 3 | 1.45 | 1.55 | 1.90 | 2.30 | 2.65 | 2.95 | 3.40 | 3.65 |
| PORT CREDIT/ COOKSVILLE | 11 | 1.70 | 1.30 | 1.65 | 2.05 | 2.35 | 2.65 | 3.05 | 3.35 |
| BRITANNIA | 21 | 1.40 | 1.05 | 1.35 | 1.70 | 2.05 | 2.30 | 2.70 | 3.00 |
| MALTON | 41 | .85B 1.10T | 1.10 | 1.45 | 1.65 | 2.10 | 2.35 | 2.85 | 3.10 |
| BRAMALEA | 42 | .80 | .85B 1.10T | 1.25 | 1.50 | 1.85 | 2.10 | 2.60 | 2.85 |
| BRAMPTON | 43 | | .80 | .90 | 1.25 | 1.50 | 1.75 | 2.20 | 2.55 |
| HUTTONVILLE | 44 | | | .80 | .95 | 1.20 | 1.55 | 1.95 | 2.25 |
| GEORGETOWN | 45 | | | | .80 | .80 | 1.15 | 1.60 | 1.90 |
| SILVERCREEK | 46 | | | | | .80 | .80 | 1.30 | 1.60 |
| ACTON | 47 | | | | | | .80 | .95 | 1.30 |
| ROCKWOOD | 48 | | | | | | | .80 | .95 |
| GUELPH | 49 | | | | | | | | .80 |

O. Reg. 193/80, s. 4, *part*.

## Schedule 4

### TORONTO—BARRIE—SUTTON

| B- Bus<br>T- Train | YORKDALE | METRO NORTH | RICHMOND HILL/ MAPLE | OAK RIDGES/ KING | AURORA | NEWMARKET | BRADFORD QUEENS- VILLE | DEER- HURST/ KESWICK | CHURCHILL ISLAND GROVE | STROUD/ SUTTON | BARRIE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ZONE | 50 | 5 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 |
| SCARBORO SOUTH 6 | 1.15 | | | | | | | | | | |
| ETOBICOKE SOUTH 3 | 1.05B 1.10T | | 1.70 | 2.05 | 2.30 | 2.55 | 2.90 | 3.40 | 3.70 | 4.00 | 4.20 |
| GUILDWOOD 8 | 1.15 | | | | | | | | | | |
| TORONTO 2 | .80B 1.10T | | 1.40 | 1.70 | 1.95 | 2.15 | 2.60 | 3.10 | 3.30 | 3.70 | 3.90 |
| SCARBORO NORTH 7 | .90 | | | | | | | | | | |
| METRO NORTH 5 | .80B 1.10T | | .95B 1.10T | 1.10B 1.15T | 1.45 | 1.60 | 2.00 | 2.65 | 2.85 | 3.20 | 3.45 |
| YORKDALE 50 | | | | | | | | | | | |
| METRO NORTHWEST 4 | .80B 1.10T | | 1.40 | 1.70 | 1.95 | 2.15 | 2.60 | 3.10 | 3.30 | 3.65 | 3.90 |
| RICHMOND HILL/ MAPLE 61 | | | .80B 1.10T | .90B 1.10T | 1.15 | 1.45 | 1.65 | 2.40 | 2.60 | 2.95 | 3.15 |
| OAK RIDGES/KING 62 | | | | .80 | .85 | 1.05 | 1.40 | 1.95 | 2.20 | 2.60 | 2.80 |
| AURORA 63 | | | | | .80 | .80 | 1.10 | 1.65 | 1.95 | 2.30 | 2.55 |
| NEWMARKET 64 | | | | | | .80 | .85 | 1.45 | 1.60 | 2.00 | 2.20 |
| BRADFORD/ QUEENSVILLE 65 | | | | | | | .80 | 1.05 | 1.40 | 1.65 | 1.95 |
| DEERHURST/ KESWICK 66 | | | | | | | | .80 | .95 | 1.20 | 1.60 |
| CHURCHILL/ ISLAND GROVE 67 | | | | | | | | | .80 | .90 | 1.10 |
| STROUD / SUTTON 68 | | | | | | | | | | .80 | .80 |
| BARRIE 69 | | | | | | | | | | | .80 |

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## Schedule 5

### TORONTO—MARKHAM—STOUFFVILLE—UXBRIDGE

| B- Bus T- Train | ETOBICOKE NORTH | METRO NORTH-WEST | YORKDALE | METRO NORTH | SCARBORO SOUTH | SCARBORO NORTH | RICHMOND HILL | OAK RIDGES | MARKHAM | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ZONE | 3 | 4 | 50 | 5 | 6 | 7 | 61 | 62 | 71 | | | |
| ETOBICOKE SOUTH 3 | 1.10 | .80B 1.10T | 1.05B 1.10T | | 1.65 | | 1.70 | 2.05 | 2.30 | | | |
| METRO NORTHWEST 4 | | .80B 1.10T | .80B 1.10T | | 1.55 | 1.45 | 1.40 | 1.70 | 1.90 | | | |
| TORONTO 2 | | | | | 1.10 | 1.50 | 1.40 | 1.70 | 1.70 | | | |
| YORKDALE 50 | | | .80B 1.10T | | 1.15 | .90 | .95B 1.10T | 1.10B 1.15T | 1.15 | | | |
| METRO NORTH 5 | | | | | | | | | | | | |
| SCARBORO SOUTH 6 | | | | | 1.10 | .95 | 1.70 | 2.05 | 1.15 | | | |
| SCARBORO NORTH 7 | | | | | | .80 | 1.40 | 1.70 | 1.00 | | | |
| RICHMOND HILL 61 | | | | | | | .80B 1.10T | .90B 1.10T | 1.10 | | | |
| OAK RIDGES 62 | | | | | | | | .80 | | | | |
| MARKHAM 71 | | | | | | | | | .80 | | | |
| WIDEMAN/GORMLEY 72 | | | | | | | | | | | | |
| STOUFFVILLE 73 | | | | | | | | | | | | |
| GUILDWOOD 8 | | | | | | | | | | | | |
| ROUGE HILL 9 | | | | | | | | | | | | |
| PICKERING 91 | | | | | | | | | | | | |
| BROUGHAM 81 | | | | | | | | | | | | |
| CLAREMONT 82 | | | | | | | | | | | | |
| GOODWOOD 74 | | | | | | | | | | | | |
| UXBRIDGE 75 | | | | | | | | | | | | |

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Schedule 5—*Cont'd*

TORONTO– MARKHAM—STOUFFVILLE—UXBRIDGE

| B-Bus T-Train | ZONE | WIDEMAN/ GORMLEY | STOUFF-VILLE | ROUGE HILL | PICKERING | BROUGHAM | CLAREMONT | GOODWOOD | UXBRIDGE |
|---|---|---|---|---|---|---|---|---|---|
| | | 72 | 73 | 9 | 91 | 81 | 82 | 74 | 75 |
| ETOBICOKE SOUTH | 3 | 2.50 | 2.90 | 2.10 | 2.50 | 2.85 | 3.00 | 3.25 | 3.55 |
| METRO NORTHWEST | 4 | 2.10 | 2.55 | 1.90 | 2.25 | 2.50 | 2.65 | 2.90 | 3.10 |
| TORONTO | 2 | 1.90 | 2.45 | 1.45 | 1.80 | 2.15 | 2.30 | 2.75 | 3.05 |
| YORKDALE | 50 | 1.40 | 1.95 | 1.35 | 1.65 | 2.05 | 2.20 | 2.35 | 2.60 |
| METRO NORTH | 5 | | | | | | | | |
| SCARBORO SOUTH | 6 | 1.40 | 1.95 | .95B 1.10T | 1.40 | 1.80 | 1.95 | 2.30 | 2.55 |
| SCARBORO NORTH | 7 | 1.25 | 1.65 | .95B 1.10T | 1.40 | 1.50 | 1.65 | 2.00 | 2.35 |
| RICHMOND HILL | 61 | 1.30 | 1.60 | | | 1.60 | 1.70 | 1.80 | 2.25 |
| OAK RIDGES | 62 | .90 | 1.40 | | | | | 1.70 | 1.95 |
| MARKHAM | 71 | .80 | 1.25 | 1.15 | | 1.05 | 1.15 | 1.55 | 1.80 |
| WIDEMAN/GORMLEY | 72 | .80 | 1.00 | 1.40 | | | | 1.25 | 1.55 |
| STOUFFVILLE | 73 | | .80 | 1.90 | | | | 1.05 | 1.40 |
| GUILDWOOD | 8 | | | .80B 1.10T | 1.10 | 1.50 | 1.60 | 2.00 | 2.25 |
| ROUGE HILL | 9 | | | .80 | .85B 1.10T | 1.25 | 1.35 | 1.75 | 2.00 |
| PICKERING | 91 | | | | .80 | 1.00 | 1.15 | 1.50 | 1.75 |
| BROUGHAM | 81 | | | | | .80 | .80 | 1.00 | 1.25 |
| CLAREMONT | 82 | | | | | | .80 | .80 | 1.00 |
| GOODWOOD | 74 | | | | | | | .80 | .90 |
| UXBRIDGE | 75 | | | | | | | | .80 |

O. Reg. 193/80, s. 4, *part*.

## Schedule 6

### TORONTO—PICKERING—OSHAWA—BOWMANVILLE

| B-Bus T-Train | | Metro North West | Toronto | Yorkdale | Metro North | Scarboro North | Scarboro South | Guildwood | Rouge Hill | Pickering | Ajax | Whitby | Oshawa | Courtice | Bowmanville |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Zone | 4 | 2 | 50 | 5 | 7 | 6 | 8 | 9 | 91 | 92 | 93 | 94 | 95 | 96 |
| Etobicoke South | 3 | .80B 1.10T | 1.10 | 1.05B 1.10T | | 1.65 | 1.65 | 1.85 | 2.10 | 2.50 | 2.80 | 3.00 | 3.30 | 3.40 | 3.60 |
| Metro Northwest | 4 | .80B 1.10T | | .80B 1.10T | | 1.45 | 1.55 | 1.65 | 1.90 | 2.25 | 2.55 | 2.75 | 2.90 | 3.10 | 3.30 |
| Toronto | 2 | | 1.10 | .80B 1.10T | | 1.50 | 1.10 | 1.20 | 1.45 | 1.80 | 2.05 | 2.25 | 2.50 | 2.75 | 2.95 |
| Yorkdale | 50 | | | .80B 1.10T | | .90 | 1.15 | 1.15 | 1.35 | 1.65 | 1.95 | 2.10 | 2.40 | 2.65 | 2.85 |
| Metro North | 5 | | | | | | | | | | | | | | |
| Scarboro North | 7 | | | | | .80 | .95 | .85 | .95B 1.10T | 1.40 | 1.60 | 1.85 | 2.10 | 2.40 | 2.60 |
| Scarboro South | 6 | | | | | | 1.10 | 1.10 | | | | | | | |
| Guildwood | 8 | | | | | | | 1.10 | .80B 1.10T | 1.10 | 1.45 | 1.55 | 1.80 | 2.05 | 2.25 |
| Rouge Hill | 9 | | | | | | | | .80 | .85B 1.10T | 1.15 | 1.40 | 1.55 | 1.80 | 2.00 |
| Pickering | 91 | | | | | | | | | .80 | .90 | 1.15 | 1.30 | 1.55 | 1.75 |
| Ajax | 92 | | | | | | | | | | .80 | .80 | .90 | 1.30 | 1.50 |
| Whitby | 93 | | | | | | | | | | | .80 | .85 | 1.05 | 1.25 |
| Oshawa | 94 | | | | | | | | | | | | .80 | .80 | 1.00 |
| Courtice | 95 | | | | | | | | | | | | | .80 | .80 |
| Bowmanville | 96 | | | | | | | | | | | | | | .80 |

O. Reg. 193/80, s. 4, *part*.

Schedule 7

SPECIAL FARES

Special Exact Fares between the following points are available on designated services only:

| | |
|---|---|
| Richmond Hill to Finch (via Bayview Avenue) | |
| Adult | $ .50 |
| Student (with school-issued identification card) | .35 |
| Senior Citizen (with proof of age) | .25 |
| Child (age 12 and under) | .25 |

| | Adult | Half Fare |
|---|---|---|
| Toronto Union to Exhibition | $ .70 | $ .35 |
| Oakville/Hornby | 1.35 | .70 |
| Oakville/Milton | 1.55 | .80 |
| Oakville/Acton | 2.30 | 1.15 |
| Acton/Clarkson | 2.45 | 1.25 |
| Acton/Milton | 1.10 | .55 |

O. Reg. 193/80, s. 4, *part*.

# REGULATION 936

under the Tourism Act

## GENERAL

### INTERPRETATION

1.—(1) In this Regulation,

(*a*) "base of operations" means a licensed tourist establishment or an air carrier licensed by the Canadian Transport Commission and Transport Canada located in Ontario at or from which a tourist outfitter maintains facilities for communication, transportation and the complete maintenance of office records;

(*b*) "cabin" means a one-room structure equipped for sleeping;

(*c*) "cabin establishment" means a tourist establishment comprised of four or more cabins arranged singly or in pairs;

(*d*) "camping establishment" means a tourist establishment consisting of at least five campsites and comprising land used or maintained as grounds for the camping or parking of trailers or tents used for recreational purposes;

(*e*) "campsite" means the part of a camping establishment that is to be occupied by a trailer or tent;

(*f*) "cottage" means a building to accommodate one or more guests,

(i) that contains at least two rooms, and

(ii) that may or may not contain facilities for guests to prepare and cook food;

(*g*) "cottage establishment" means a tourist establishment comprising four or more cottages owned or operated by the same person;

(*h*) "Deputy Minister" means the Deputy Minister of Industry and Tourism;

(*i*) "guest" means the person who contracts for accommodation in a tourist establishment and includes all the members of his party;

(*j*) "health authority" means the local medical officer of health or an officer of the Ministry of Health of Ontario;

(*k*) "hotel" means a tourist establishment that,

(i) consists of one or more than one building containing four or more accommodation units grouped under one roof and accessible from the interior or partially from the exterior, and

(ii) may or may not have facilities for serving meals;

(*l*) "inspector" means a person designated as an inspector under the Act;

(*m*) "licence issuer" means the industry officer of the Ministry of Industry and Tourism or other official of the Ministry designated by the Minister;

(*n*) "motel" means a tourist establishment that,

(i) consists of one or more than one building containing four or more attached accommodation units accessible from the exterior only,

(ii) may or may not have facilities for serving meals, and

(iii) is designed to accommodate the public for whom the automobile is the principal means of transportation;

(*o*) "motor hotel" means a tourist establishment that,

(i) consists of one or more than one building containing four or more accommodation units grouped under one roof and accessible from the interior or partially from the exterior,

(ii) may or may not have facilities for serving meals, and

(iii) is designed to accommodate the public for whom the automobile is the principal means of transportation;

(*p*) "Northern Ontario" means those parts of Ontario comprised of the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Parry Sound, Rainy River, Sudbury, Thunder Bay, Timiskaming and those portions of the Territorial District of Nipissing lying to the north or west of Algonquin Provincial Park;

(*q*) "operator" means the owner or lessee of a tourist establishment or the resident manager or other person in charge thereof;

(*r*) "outpost camp" means any fixed or portable rental unit that is remote from a base of operations and accessible only by air, water or forest trails, and is used for commercial purposes;

(*s*) "outpost establishment" means a tourist establishment consisting of one or more outpost camps being used for commercial purposes;

(*t*) "privy" means a place for the purpose of urination or defecation that is not a flush toilet;

(*u*) "rental unit" means the cabin, campsite, outpost camp, cottage, room or portion of an establishment assigned for the exclusive use of one or more guests;

(*v*) "resort" means a tourist establishment that operates throughout all or part of the year and that has facilities for serving meals and furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes;

(*w*) "tent" includes every kind of temporary shelter for sleeping that is of good quality material and not of a polyethylene or similar material and that is not permanently affixed to the site and that is capable of being easily moved and is not considered a structure;

(*x*) "tourist outfitter establishment" means a tourist establishment that,

(i) throughout all or part of a year furnishes accommodation,

(ii) may or may not furnish three meals a day, and

(iii) furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes.

(2) Tourist establishments are classified as,

(*a*) cabin establishments;

(*b*) camping establishments in Northern Ontario only;

(*c*) cottage establishments;

(*d*) hotels;

(*e*) motels;

(*f*) motor hotels;

(*g*) outpost establishments;

(*h*) resorts;

(*i*) tourist outfitter establishments; and

(*j*) tourist establishments that have four or more rental units comprised of any combination of rental unit types herein referred to but not including establishments commonly known or operating as,

(i) campgrounds or trailer parks that are not located in Northern Ontario,

(ii) mobile home parks,

(iii) tourist homes or rooming houses,

(iv) farm vacation homes,

(v) houseboat and cruiser rentals,

(vi) motor home rentals,

(vii) accommodations located on Indian band lands and operated by a person or persons belonging to a band or body of Indians,

(viii) accommodations operated by any government authority whether federal, provincial or municipal, and

(ix) accommodation premises licensed under the *Liquor Licence Act*. O. Reg. 551/73, s. 1 (4); O. Reg. 238/79, s. 1 (8).

## PART I

## LICENCES AND PERMITS FOR TOURIST ESTABLISHMENTS

### ISSUANCE AND FEES

**2.**—(1) A permit to establish a tourist establishment or make an addition to or a structural alteration in a tourist establishment shall be in Form 1. O. Reg. 238/79, s. 2 (1).

(2) An applicant for a permit shall make application in Form 2 to the proper licence issuer and shall submit with his application plans and specifications of the proposed tourist establishment or of the proposed additions to or structural alterations in accommodation at the tourist establishment, showing in detail all information relevant to the standards prescribed in Regulation 87 of Revised Regulations of Ontario, 1980, made under the *Building Code Act*, and in this Regulation, together with a copy of the municipal building permit or written municipal approval for the building or development plans. O. Reg. 238/79, s. 2 (1).

(3) A permit in Form 1 expires one year after its date of issue, and upon application on or before the expiry date a permit may be renewed for a further period of one year where the applicant can show that actual construction or development of the tourist establishment is in progress and such construction or development conforms with subsection 3 (2) of the Act. O. Reg. 238/79, s. 2 (2).

(4) The holder of a permit shall erect or establish the tourist establishment or make additions to or structural alterations in accommodation at the tourist establishment in accordance with the plans filed with his application. O. Reg. 390/72, s. 2 (4).

**3.**—(1) A tourist establishment licence shall be in Form 4.

(2) A licence is not valid unless it is countersigned by the licence issuer.

(3) Where a tourist establishment has,

(*a*) a main building with or without other buildings on the same premises; and

(*b*) one or more rental units located on other premises but operated from that main building,

one licence to operate all those premises may be issued to the operator. O. Reg. 390/72, s. 3.

**4.**—(1) An applicant for a tourist establishment licence or for a renewal thereof shall,

(*a*) make application in Form 3; and

(*b*) file the application with the proper licence issuer together with a fee of,

(i) $20 where the applicant is a Canadian citizen or resident, and

(ii) $60 where the applicant is not a Canadian citizen or resident.

O. Reg. 390/72, s. 4 (1).

(2) For the purpose of clause (1) (*b*),

(*a*) an applicant that is a corporation is resident in Canada if it is incorporated under legislation passed by the Government of Canada or the Assembly;

(*b*) an applicant that is a partnership is a Canadian citizen or resident if the partners owning a majority interest in the partnership are resident in Canada as determined under clauses (*c*) and (*d*);

(*c*) an applicant who is not a corporation or a partnership is a Canadian citizen if he is a Canadian citizen through birth or naturalization; and

(*d*) an applicant who is not a corporation or partnership is a Canadian resident if he has actually resided in Canada for a period of at least seven months during the twelve months immediately preceding the time his residence becomes material under this Regulation. O. Reg. 390/72, s. 4 (2); O. Reg. 238/79, s. 3 (1).

(3) An applicant for a licence to operate an outpost establishment shall furnish with his application,

(*a*) a map on which is marked,

(i) the location of his base of operations for the outpost establishment, and

(ii) the location of each outpost campsite comprising the outpost establishment; and

(*b*) where applicable, copies of the Land Use Permits issued by the Ministry of Natural Resources identifying the outpost sites on Crown land leased to the operator for commercial purposes. O. Reg. 390/72, s. 4 (3); O. Reg. 238/79, s. 3 (2).

(4) Application for renewal of a tourist establishment licence shall be made,

(*a*) before expiry of the current licence, where the establishment is operated throughout the year; or

(*b*) before the 15th day of May in each year, where the establishment is operated for only part of the year.

(5) A licence issuer shall, as soon as is practicable after he has received an application,

(*a*) issue to the applicant a tourist establishment licence; and

(*b*) forthwith transmit to the Minister a copy of the licence. O. Reg. 238/79, s. 4 (4, 5).

(6) An applicant for a renewal of a licence for a tourist establishment that has been out of business for one full year or that has not operated for at least eight consecutive weeks during one full year preceding the date of the application shall make application in Form 3 and shall submit such further detailed information as is necessary to show that the tourist establishment will comply with this Regulation and any other law, by-law or regulation applicable to the establishment. O. Reg. 238/79, s. 3 (3).

TRANSFER OF LICENCES

**5.**—(1) Where a licensed tourist establishment is sold or legal ownership thereof passes by any lawful means, the purchaser or other person to whom the legal owner-

ship has passed shall, within thirty days, make application for a Tourist Establishment Licence by,

(*a*) filing an application therefor in Form 5;

(*b*) paying a fee of $20 where the applicant is a Canadian citizen or resident; or

(*c*) paying a fee of $60 where the applicant is not a Canadian citizen or resident; and

(*d*) surrendering the licence issued to the previous owner. O. Reg. 238/79, s. 4.

(2) A previous owner shall provide a new owner with,

(*a*) the register; and

(*b*) all records required to be maintained under this Regulation,

as contain entries and relevant information for at least one year before the change of ownership.

(3) A new owner shall maintain those entries and records until,

(*a*) the expiration of the period of time required by this Regulation; or

(*b*) he delivers them to a subsequent new owner,

whichever event occurs first. O. Reg. 390/72, s. 5 (2, 3).

## Part II

## Public Health and Safety

6. Every tourist establishment that provides a water supply and a sewage disposal device shall conform with the regulations made under the *Public Health Act* and health authority requirements, the *Environmental Protection Act* and any other laws applicable thereto. O. Reg. 238/79, s. 5, *part*.

7. All new construction, alterations and renovations in a tourist establishment shall conform with the requirements of Regulation 87 of Revised Regulations of Ontario, 1980 made under the *Building Code Act*, Regulation 505 of Revised Regulations of Ontario, 1980 made under the *Hotel Fire Safety Act* and any municipal by-laws and other laws applicable thereto. O. Reg. 238/79, s. 5, *part*.

8. Every toilet convenience, bathroom, privy, washroom, semi-private bathroom, plumbing installation, sewage disposal system and equipment used in the maintenance thereof shall comply with the *Public Health Act* and health authority requirements, the *Environmental Protection Act* and Regulation 736 of Revised Regulations of Ontario, 1980, and any other laws applicable thereto. O. Reg. 238/79, s. 5, *part*.

### Camping Establishments

9.—(1) Subject to subsection (3), where flush toilets, urinals and washbasins are to be used by guests in common at a camping establishment and the number of campsites, not including campsites equipped with individual sewer hookups, is in a group itemized in column 1 of Table 1, the operator of the camping establishment shall provide,

(*a*) for male guests, at least the number of,

(i) washbasins set opposite thereto in Part 1 of column 2,

(ii) flush toilets set opposite thereto in Part 2 of column 2, and

(iii) urinals set opposite thereto in Part 3 of column 2; and

(*b*) for female guests, at least the number of,

(i) washbasins set opposite thereto in Part 1 of column 3, and

(ii) flush toilets set opposite thereto in Part 2 of column 3.

TABLE 1

| Item Number | COLUMN 1 | COLUMN 2 | | | COLUMN 3 | |
|---|---|---|---|---|---|---|
| | | Males | | | Females | |
| | | Part 1 | Part 2 | Part 3 | Part 1 | Part 2 |
| | Number of Campsites | Number of Washbasins | Number of Flush Toilets | Number of Urinals | Number of Washbasins | Number of Flush Toilets |
| 1 | 10- 15 | 1 | 1 | 1 | 1 | 1 |
| 2 | 16- 45 | 2 | 2 | 1 | 2 | 3 |
| 3 | 46-100 | 3 | 3 | 2 | 3 | 5 |
| 4 | 101-130 | 4 | 4 | 3 | 4 | 7 |
| 5 | 131-160 | 5 | 5 | 4 | 5 | 9 |
| 6 | 161-190 | 6 | 6 | 4 | 6 | 11 |
| 7 | 191-220 | 7 | 7 | 5 | 7 | 13 |
| 8 | 221-250 | 8 | 8 | 5 | 8 | 15 |
| 9 | 251-280 | 9 | 9 | 6 | 9 | 17 |

(2) Where any of the campsites made available in a camping establishment are serviced with individual sewer hookups, the operator shall provide, in addition to the requirements set out in subsection (1), at least one washbasin and one flush toilet or privy for each sex for each 100 campsites or a part thereof so serviced.

(3) Where, because of the absence of a water-pressure system, the operator of a camping establishment is unable to comply with subsection (1), he shall provide one privy for each sex for every seven campsites.

(4) Each campsite shall have an area of at least 186 square metres with an open and graded parking space sufficient to permit a minimum clearance of 4.5 metres between sides and three metres between ends of adjacent recreation vehicles.

(5) Campsites shall be accessible by means of a driveway,

(*a*) at least three metres wide, where the driveway is for one-way traffic;

(*b*) at least six metres wide, where the driveway is for two-way traffic; and

(*c*) so constructed that automobiles and trailers will not become mired.

(6) The operator of a camping establishment shall provide,

(*a*) one table for each campsite; and

(*b*) one garbage can for each campsite or an equivalent central garbage disposal area.

(7) The operator of a camping establishment shall not allow the camping establishment to consist, at any time, of more campsites than in the proportion of thirty-eight campsites for each hectare of land at that time, suitable for accommodation of tents and trailers. O. Reg. 238/79, s. 6, *part*.

OUTPOST ESTABLISHMENTS

**10.**—(1) The operator of an outpost establishment shall maintain a base of operations in Ontario.

(2) Outpost camps shall be established only in areas designated by and with the approval of the Ministry of Natural Resources.

(3) Every tent, furnishings and equipment supplied for the use of guests in an outpost camp shall be in good working order and in safe condition.

(4) The operator shall inspect each outpost camp at reasonable intervals to ensure that,

(*a*) every cabin, tent, campsite, furnishings and equipment are maintained in a clean and sanitary condition; and

(*b*) every person accommodated in the outpost camp is provided with sufficient supplies and services to make the stay in the outpost camp safe and convenient. O. Reg. 238/79, s. 6, *part*.

REGISTRATION OF PERSONS, MOTOR VEHICLES AND TRAILERS ACCOMMODATED

**11.**—(1) An operator shall maintain in a bound book, card index or other registration system, a register of the persons, motor vehicles and trailers accommodated in the tourist establishment. O. Reg. 238/79, s. 7, *part*.

(2) A person accommodated shall enter in the register,

(*a*) his name and home address; and

(*b*) the name and home address of each person travelling with him and accommodated in the establishment who does not register separately.

(3) An operator shall require a person travelling by motor vehicle and accommodated in a tourist establishment to enter in the register the trade name of the motor vehicle, the vehicle licence number thereof and the name of the Province, State or other authority issuing the vehicle licence.

(4) The operator shall enter in the register,

(*a*) the name or number of the rental unit occupied by each person accommodated; and

(*b*) the date of arrival and of departure of each person accommodated.

(5) A person accommodated shall not,

(*a*) enter false information in the register; or

(*b*) in any way cause false information to be entered in the register.

(6) No operator shall enter in the register or knowingly permit to be entered in the register any information he reasonably suspects to be false.

(7) An entry in the register shall be preserved for at least one year from the date of the entry. O. Reg. 390/72, s. 32 (2-7).

**12.**—(1) The operator of a tourist establishment other than a cottage establishment, cabin establishment or outpost establishment shall have in attendance during its operation at least one adult employee conversant with the operation of the establishment. O. Reg. 238/79, s. 9 (1).

(2) An operator shall,

(*a*) display his tourist establishment licence in a conspicuous place near the registration desk;

(*b*) display upon each rental unit a distinctive number, letter or name;

(*c*) keep posted in every room or building used for sleeping accommodation information specifying the rates, in Canadian currency, charged for the room or building, indicating the highest single rate, the highest double rate, the highest triple rate, the highest rate for four persons and the unit rate if such exists; and

(*d*) at the request of an inspector or police officer, produce for inspection any register, licence or notice required under the Act or this Regulation. O. Reg. 390/72, s. 34 (2); O. Reg. 238/79, s. 9 (2).

## PART III

RATES

**13.**—(1) An applicant for a tourist establishment licence shall file with the Minister at the time of his application the rates for sleeping accommodation in the tourist establishment for the current year.

(2) The operator shall advise the Minister by registered mail of any changes in the rates filed with him and no change shall be made until seven days have elapsed after the mailing of the notice.

(3) Rates filed with the Minister shall be consistent with rates quoted to any organization, recommending body or trade association. O. Reg. 390/72, s. 38.

## PART IV

GRANTS

**14.**—(1) In this section,

(*a*) "region" means an area approved by the Minister under subsection (2);

(*b*) "tourism promotion" means mass consumer and trade advertising, including special events support, travel information counselling and other activities designed to improve public relations;

(*c*) "travel association" means a non-profit organization having as its objects the promotion of the tourism industry in its region. O. Reg. 620/74, s. 1, *part*; O. Reg. 238/79, s. 11 (1).

(2) A grant may be paid to a travel association where,

(*a*) the location of the boundaries of the region serviced by the travel association and the size

of the region are, in the opinion of the Ministry, appropriate for the efficient promotion of the tourism industry;

(*b*) the travel association is active generally in the region;

(*c*) the constitution, rules, by-laws and accounting procedures adopted by the travel association have been approved by the Minister; and

(*d*) in the opinion of the Minister, the annual program proposed by the travel association shall be effective for the promotion of the tourism industry in the region. O. Reg. 620/74, s. 1, *part*; O. Reg. 304/75, s. 1 (1); O. Reg. 238/79, s. 11 (2).

(3) An annual grant of up to $35,000 to cover all or part of the administration costs incurred in carrying out its programs may be paid to each travel association qualifying under subsection (2). O. Reg. 542/75, s. 1.

(4) Each travel association receiving a grant under subsection (3) is eligible to participate with the Ministry in approved programs through a programing grant of up to $50,000, and

(*a*) all grant moneys received under the programing grant will be expended for Ministry approved programs and failure to do so will result in reimbursement of those grant moneys to the Treasurer of Ontario; and

(*b*) travel associations are permitted to retain all revenues raised through the sale of advertising or the provision of services to members initially financed by the programing grant with the following stipulations,

(i) these revenues are used for only additional promotional purposes,

(ii) these revenues would not be used to pay administrative expenses,

(iii) any travel association utilizing these revenues to pay for administrative expenses would have the administration grant for the next year reduced by an equal amount. O. Reg. 238/79, s. 11 (3).

(5) Subject to subsection (6), a travel association applying for approval to participate with the Ministry's programing grant under this section shall submit with its application,

(*a*) its annual report for the last fiscal year disclosing the activities and achievements of the travel association;

(*b*) its financial statements for the last fiscal year; and

(*c*) a marketing and operational plan of its program for the fiscal year for which the grant is applied together with estimates of the cost of such plans. O. Reg. 304/75, s. 1 (3), *part*; O. Reg. 238/79, s. 11 (5).

(6) A travel association is exempt from the requirement of clauses (5) (*a*) and (*b*) if it has not been in operation for one fiscal year. O. Reg. 304/75, s. 1 (3), *part*.

(7) Any grant or contribution made under subsection (3) or (4) may be paid in installments.

(8) A travel association shall submit to the Ministry interim reports and financial records as required by the Ministry.

(9) It is a condition of every payment made under this section that the moneys received by the travel association under this section shall be used to carry out its program as approved by the Ministry and that all financial transactions of the travel association are subject to audit by the Ministry. O. Reg. 620/74, s. 1, *part*.

(10) Where a travel association has not spent in accordance with approved programs all money received by it under this section for a fiscal year by the end of that fiscal year, an amount equal to the money unspent or spent in contravention of the approved programs, as the case may be, shall be deducted from the next grant that would otherwise be made to that association under this section. O. Reg. 238/79, s. 11 (5).

## PART V

### ADVERTISING MATTER

**15.**—(1) No advertising matter or sign connected with a tourist establishment shall contain any inaccurate or misleading statement in respect of,

(*a*) sleeping accommodation available at the tourist establishment;

(*b*) recreational facilities available at, or in the vicinity of, the tourist establishment;

(*c*) facilities for transportation to or from the location in which the tourist establishment is situate;

(*d*) means and routes of access to the tourist establishment;

(*e*) rates or charges for,

(i) accommodation,

(ii) facilities,

(iii) food,

(iv) merchandise, or

(v) services,

available at any place mentioned in the advertising matter; or

(*f*) the classification of the tourist establishment.

(2) Any advertising matter that advertises rates for accommodation shall state precisely what the rates include and the amount of any extra charges for facilities and services.

(3) Where advertising matter advertises rates for accommodation in a tourist establishment and the operator requires that a prospective guest pay a deposit when he reserves accommodation, the advertising matter shall set out precisely the conditions on which such deposit may be forfeited or refunded.

(4) No advertising matter or sign shall contain the words "modern conveniences" or any other words or expressions that imply the tourist establishment is equipped with what are commonly known as "modern conveniences" unless the tourist establishment,

(*a*) is adequately equipped with electric lighting;

(*b*) has available on the premises for the use of guests local and long distance telephone service, where such service is available;

(*c*) is equipped with flush toilets and bathtubs or showers; and

(*d*) has available at all times in washrooms used by guests a supply of hot and cold water furnished through pipes and taps. O. Reg. 390/72, s. 40.

(5) No advertising matter or sign shall contain the words "air-conditioned" or "colour T.V." or "restaurant" unless the tourist establishment,

(*a*) provides air-conditioning in 90 per cent of the rental units;

(*b*) provides colour television sets in 90 per cent of the rental units; or

(*c*) provides breakfast, lunch and dinner service during normal and reasonable hours while the establishment is operated.

(6) No picture shall be reproduced in a brochure for advertising purposes unless the picture is a true and current reflection of the facilities, accommodations and recreational opportunities available at or in the vicinity of the tourist establishment. O. Reg. 238/79, s. 12.

## PART VI

### INFORMATION CENTRES

**16.**—(1) Every information centre shall be of sufficient size to provide basic information services to the public and shall,

(*a*) be equipped with a suitable counter or desk and adequate means to properly display tourist literature;

(*b*) be equipped with a telephone, where practicable;

(*c*) be open to the public for at least six hours a day and six days a week;

(*d*) be operated for at least nine weeks during the year;

(*e*) be maintained in a clean and orderly condition;

(*f*) be furnished with a registration system for the entry of names and addresses of persons to whom tourist information is provided;

(*g*) be furnished with adequate reference material; and

(*h*) be provided with trained staff or mechanical aids capable of dispensing information to the travelling and vacationing public.

(2) Where an information centre is located in premises used for other purposes, it shall as far as is practicable be kept separate and apart from other businesses or activities.

(3) No person, organization or agency shall display on any premises that do not comply with subsection (1) any sign or device indicating that information for tourists or a similar service is available on the premises. O. Reg. 390/72, s. 41.

(4) Travel agencies licensed under the *Travel Industry Act* and persons providing travel services as defined under the *Travel Industry Act* are exempt from subsection (1). O. Reg. 238/79, s. 13.

## PART VII

### ADMINISTRATION

**17.** The Minister may accept in lieu of any requirements under Part II of this Regulation such compliance as he considers equivalent thereto. O. Reg. 390/72, s. 42.

Form 1

*Tourism Act*

PERMIT TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT
OR MAKE ADDITIONS OR STRUCTURAL ALTERATIONS IN ACCOMMODATIONS
AT A TOURIST ESTABLISHMENT

No.....

.....
Date Issued

Under the *Tourism Act* and the regulations and subject to the limitations thereof,

.....
(name of Permittee)

is permitted to erect or establish a tourist establishment (or make additions to or structural alterations in accommodations at a tourist establishment) of the..... class in the following location:

.....
Lot, Concession, Street Address, City, etc.

.....
Number and type of accommodation units Proposed Name of Establishment

..... .....
Minister of Industry and Tourism Licence Issuer

Mailing Address

This PERMIT expires one year after date of issue

O. Reg. 238/79, s. 14, *part.*

Form 2

*Tourism Act*

APPLICATION FOR A PERMIT TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT

The undersigned applies for a permit to establish a tourist establishment, erect additional accommodation or structurally alter any existing facilities of the following classifications:

☐ Resort ☐ Outpost Establishment

☐ Cottage Establishment ☐ Hotel

☐ Motel ☐ Composite Establishment

☐ Motor Hotel ☐ Tourist Outfitter

☐ Cabin Establishment ☐ Camping Establishment

and in support of this application makes the following statements:

1. Proposed name of establishment.....

2. The owner of the proposed establishment is .....
(name)

.....
(postal address)

3. The site of the proposed establishment is .....
(parcel lot and concession number

.....
or street address)

The property is on .....
(Crown, deeded or patented land)

.....
(N.S.E. or W. shore of lake or river)

4. The proposed establishment will be situate in the .....
(name of municipality, etc.)

in the .....
(County, etc.)

5. It is planned that construction will begin on .....
(date)

6. Number of units planned .....

7. Details of the plans are herewith attached .....

8. Permit authority: Municipal permit No .....

Ministry of Transportation and Communications Permit No .....

Ministry of Natural Resources authority .....

Remarks:

It is fully understood that a permit to establish a tourist establishment, or erect additional accommodation, does not authorize the operation of the establishment and that the construction of all buildings must conform to The Building Code, Regulation 87 of Revised Regulations of Ontario, 1980, and any municipal by-laws and Provincial and Dominion laws that are applicable thereto.

COST ESTIMATE

| | |
|---|---|
| Value of land ..... | $..... |
| Cost of buildings ..... | $..... |
| Cost of services ..... | $..... |
| Cost of furnishings ..... | $..... |
| TOTAL COST COMPLETE ..... | $..... |

Signature of Owner or Lessee .....

(Winter) Postal Address .....

(Summer) Postal Address .....

(Winter) Phone Number .....(Summer) Phone Number .....

Date of application .....

O. Reg. 238/79, s. 14, *part*.

Form 3

*Tourism Act*

APPLICATION FOR A TOURIST ESTABLISHMENT LICENCE

Instructions:

1. Cross out incorrect information and print corrections
2. Complete all other areas

Type of Establishment

| Cabin | Cottage | Hotel | Motor Hotel | Motel | Outpost | Resort | Outfitter |
|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ ☐Camping | ☐ |

Number of all types of rental units

| Cabins | Cottage | Hotel | Motor Hotel | Motel |
|---|---|---|---|---|
| | | | | |

| Outpost | Resort | Outfitter | Campsites |
|---|---|---|---|
| | | | |

LICENCE FEES

☐ CANADIAN CITIZEN or RESIDENT ..... $20.00

or

☐ NON-CITIZEN or NON-RESIDENT ..... $60.00

Return both copies of application with your remittance in Canadian Funds payable to:

TREASURER OF ONTARIO

Your cheque or Copy of money order is your receipt

Establishment Name (Enter Change/ Correction only).....

Send to: Ministry of Industry and Tourism
Accounts Section
900 Bay Street, Hearst Block,
Queen's Park, Toronto, Ontario
Canada, M7A 1S7

| Establishment Postal Address (Street) | | P/O Box No. | R.R. No. | S.S. No. |
|---|---|---|---|---|
| City, Town, Village (Postal Office) | Postal Code | Telephone Area Code | Number | |

Establishment is situated in the .....
(name of municipality, etc.)

in the County (District) or Regional Municipality of .....

| Owner's title of address or classification | | | | | | Owner's Name |
|---|---|---|---|---|---|---|
| Mr. ☐ | Mrs. ☐ | Mr. and Mrs. ☐ | Miss ☐ | Company ☐ | Company Ownership ☐ | |

| Owner's Postal Address (Street) | Apartment Number | P/O Box No. | R.R. No. | S.S. No. |
|---|---|---|---|---|
| | | | | |

| City, Town, etc. | Province or State | Postal Code |
|---|---|---|
| | | |

Owner(s) Name(s)

| Period of Operation | Name of Resident Manager (if other than Owner) |
|---|---|
| ☐ ALL YEAR or SEASONAL from .....to.....<br>month month | |

Amounts entered below are the rates charged at this establishment and are provided for registration under section 13 of the regulations.

(Please attach rate schedule if available)

| Period | Maximum Rates European Plan | | Maximum Rates American Plan | | Maximum Rates per Cottage | Maximum Rates per Campsite |
|---|---|---|---|---|---|---|
| | Single | Double | Single | Double | | |
| Daily | | | | | | |
| Weekly | | | | | | |

It is fully understood that a permit to construct additional accommodation must be secured from the Ministry of Industry and Tourism and that the operation of the establishment shall conform to the regulations and municipal by-laws, and Provincial and Dominion laws, that apply to it; and if there is any breach of any of those regulations, by-laws, or laws, the licence may be suspended or cancelled, and the operation of the establishment will thereupon cease.

| Date | Signature of Owner or Lessee |
|---|---|
| | |

O. Reg. 238/79, s. 14, *part*.

Form 4

*Tourism Act*

TOURIST ESTABLISHMENT LICENCE

.....
Type of Establishment Number and Type of Units

.....
Under the *Tourism Act* and the regulations and subject to the limitations thereof,

.....
(name of licensee)

the owner or operator of the tourist establishment known as

.....

.....
in the (name of municipality, etc.)

.....
in the County (*or* District, etc.) of

.....

is licensed to operate that tourist establishment. This licence expires with the 31st day of March, 19....

..... .....
Minister of Industry and Tourism (licence issuer)

.....
(postal address)

Date.....

This Licence must be kept posted conspicuously near the registration desk.

O. Reg. 238/79, s. 14, *part.*

Form 5

*Tourism Act*

APPLICATION FOR TRANSFER OF LICENCE

1. Attached are,

(*a*) Tourist Establishment Licence Number.....for the year.....

which was issued to.....
(name on the licence) (name of establishment)

To be changed to: .....
(name of new licensee) (new name of establishment)

(*b*) ☐ $20 fee for the transfer, where the applicant is a Canadian citizen or resident of Ontario, or

☐ $60 fee for the transfer, where the applicant is not a Canadian citizen or resident of Ontario

2. The undersigned is now owner of the tourist establishment therein described, by reason of,

☐ purchase ☐ lease ☐ devolution ☐ gift, from the former owner.

3. The undersigned applies for transfer of the licence to.....

.....as new owner or lessee.

..... .....
Dated Signature of Owner or Lessee

Home address: ..... Telephone: .....

Cheque or money order made payable to the Treasurer of Ontario in Canadian Funds • Your cheque or copy of money order is your receipt.

FORWARD TO: Ministry of Industry and Tourism, Accounts Branch,
Queen's Park, Toronto, Ontario, Canada M7A 1S7.

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Extract from regulations under the *Tourism Act*,

TRANSFER OF LICENCES

**5.**—(1) Where a licensed tourist establishment is sold or legal ownership thereof passes by any lawful means, the purchaser or other person to whom the legal ownership has passed shall, within thirty days, make application for a Tourist Establishment Licence by,

(*a*) filing an application therefor in Form 5;

(*b*) paying a fee of $20 where the applicant is a Canadian Citizen or resident; or

(*c*) paying a fee of $60 where the applicant is not a Canadian Citizen or resident; and

(*d*) surrendering the licence issued to the previous owner.

(2) A previous owner shall provide a new owner with,

(*a*) the register; and

(*b*) all records required to be maintained under this Regulation,

as contain entries and relevant information for at least one year before the change of ownership.

(3) The new owner shall maintain those entries and records until,

(*a*) the expiration of the period of time required by this Regulation; or

(*b*) he delivers them to a subsequent new owner,

whichever event occurs first. O. Reg. 238/79, s. 14, *part*.

# REGULATION 937

under the Training Schools Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "after-care officer" means an employee of the Ministry whose responsibility includes involvement in planning for the placement of wards and for their subsequent supervision;

(*b*) "Board" means The Training Schools Advisory Board appointed under the Act;

(*c*) "Deputy Minister" means the Deputy Minister of Community and Social Services;

(*d*) "group home" means a foster home or a home where residential services and other services are provided under an agreement with the Minister but does not include a parental home;

(*e*) "infirmary" means that part of a training school set aside for the care of wards who require medical treatment;

(*f*) "ward" means a ward of the Crown. O. Reg. 384/79, s. 1.

## PART I

### TRAINING SCHOOLS

**2.** The Area Administrator shall ensure that every ward is provided with adequate clothing and, where necessary, with a reasonable allowance for travelling expenses. O. Reg. 384/79, s. 2.

**3.** Where wardship is terminated, the Area Administrator shall notify, in writing, the ward and a parent or guardian of the ward. O. Reg. 384/79, s. 3.

**4.** The Area Administrator shall keep the following records:

1. A confidential record containing all personal information on each ward.
2. A record of any action taken as a result of a ward's misconduct.
3. A record of the identity of each person visiting a ward who is resident in a training school.
4. Such other records as may from time to time be directed by the Minister or Deputy Minister to be kept for administrative purposes. O. Reg. 384/79, s. 4.

### SUPERINTENDENTS, AFTER-CARE OFFICERS

**5.**—(1) The superintendent of a training school is responsible for the management and supervision of the school and for the care of the wards resident in the training school.

(2) The superintendent shall administer the training school in accordance with the Act, this Regulation and such special instructions as may from time to time be issued by the Minister, Deputy Minister or Area Administrator. O. Reg. 384/79, s. 5.

**6.**—(1) The superintendent shall make an assessment at least once every three months of the progress and development of each ward resident in a training school.

(2) The superintendent shall forward a report in writing of each assessment made under subsection (1) to the Area Administrator, the Minister and to the Board and shall include in each report a recommendation that,

(*a*) the ward remain in the training school for a further period;

(*b*) the ward be transferred to another training school or to a home;

(*c*) the ward be released, with or without conditions, from the training school; or

(*d*) the wardship be terminated. O. Reg. 384/79, s. 6.

**7.**—(1) Every ward not resident in a training school shall be supervised by an after-care officer.

(2) The after-care officer responsible for the supervision of a ward shall make an assessment at least once every three months of the progress and development of the ward.

(3) The after-care officer shall forward a report in writing of each assessment made under subsection (2) to the Area Administrator, the Minister and the Board and shall include in each report a recommendation that,

(*a*) the ward remain in the home for a further period;

(*b*) the ward be transferred to another home or to a training school;

(*c*) the ward be released, with or without conditions, from the home; or

(*d*) the wardship be terminated. O. Reg. 384/79, s. 7.

**8.** Where, in the opinion of a superintendent or after-care officer, a ward has committed a serious misconduct, the superintendent or after-care officer, as the case may be, shall make a report in writing to the Area Administrator concerning the misconduct. O. Reg. 384/79, s. 8.

**9.**—(1) A ward shall be permitted a reasonable number of visits with,

(*a*) a parent; and

(*b*) any person who may be involved in, or contribute to, the ward's welfare.

(2) A parent or any other person shall not be permitted to visit with a ward if the ward does not consent to the visit. O. Reg. 384/79, s. 9.

**10.**—(1) A ward shall be permitted to send and receive correspondence but any such correspondence may be opened, read and inspected by the Area Administrator or by a person designated for that purpose by the Area Administrator and the Area Administrator or designated person shall remove any improper object from the correspondence before forwarding it to the ward or other intended recipient.

(2) Notwithstanding subsection (1), the Area Administrator or designated person may refuse to forward any correspondence where the contents of the correspondence indicate the counselling of or a conspiracy to commit an offence.

(3) The ward shall be permitted to send to or receive correspondence from the ward's solicitor, the Minister, the Deputy Minister, members of the Ontario Legislative Assembly, and the Ombudsman for the Province of Ontario and, notwithstanding subsections (1) and (2), such correspondence shall be forwarded unopened and without delay.

(4) Articles of any kind given or sent to or from a ward may be examined by the Area Administrator or a person designated for that purpose by the Area Administrator and the Area Administrator or designated person may refuse to forward any article that the Area Administrator or designated person considers improper. O. Reg 384/79, s. 10.

**11.**—(1) Where the period of time following,

(*a*) the initial placement of a ward in a home; or

(*b*) the release of a ward from a training school,

is six months, the ward shall not be transferred to a training school unless,

(*c*) the ward has been found by a court to have committed a new offence of the type referred to in clause 8 (*a*) of the Act; or

(*d*) the ward agrees to the transfer and the transfer is for a period not greater than fourteen days.

(2) The six-month period referred to in subsection (1) shall not include any period of time during which the ward was absent without permission from a home. O. Reg. 384/79, s. 11.

**12.** Subject to section 9, no person shall be allowed access to a training school without the approval of the superintendent. O. Reg. 384/79, s. 12.

**13.** No person allowed access to a training school or a group home shall film, record, tape or photograph without the authorization of, in the case of a training school, the superintendent or, in the case of a group home, the Area Administrator. O. Reg. 384/79, s. 13.

**14.**—(1) No person shall, within the limits of the property or grounds of a training school or group home, give, trade or sell to any person, or consume, keep or have in his possession any liquor, as defined in the *Liquor Licence Act*.

(2) Subsection (1) does not apply so as to prevent an adult person living on the property of a training school or residing in a group home from having liquor in his possession provided the liquor is placed in safekeeping in the residence of such person and is consumed therein only by himself, his family or his guests. O. Reg. 384/79, s. 14.

**15.** No person shall, within the limits of the property or grounds of a training school or group home, have in his possession a fire-arm or other offensive weapon except upon the specific authorization of, in the case of a training school, the superintendent or, in the case of a group home, the Area Administrator. O. Reg. 384/79, s. 15.

MEDICAL SERVICES

**16.**—(1) Each training school and group home shall have available to it the services of a physician to control and direct the medical and surgical treatment of all wards resident in the training school or group home.

(2) Where the physician so requests, a training school or group home shall have available to it the services of a registered nurse and such other nursing staff as may be required by the physician and all nursing services shall be provided under the direction and supervision of the physician. O. Reg. 384/79, s. 16.

**17.** Each ward shall be given a medical examination at the time of being first admitted to a training school or group home after being made a ward of the Crown under the Act. O. Reg. 384/79, s. 17.

**18.** The superintendent of a training school and the person in charge of a group home shall ensure that a record is kept of,

(*a*) the names of all wards resident in the training school or group home reporting for medical attention;

(*b*) the diagnosis and treatment of wards reporting for medical attention, whether attended by a nurse or physician; and

(*c*) in the case of a training school, all admissions to and discharges from the infirmary. O. Reg. 384/79, s. 18.

**19.** When a ward resident in a training school or group home is injured or becomes ill, the superintendent or the person responsible for the supervision of the ward shall ensure that the ward is provided with proper and immediate medical attention. O. Reg. 384/79, s. 19.

**20.** Where a physician or a nurse who provides services to a training school or a group home determines that a ward is injured or has become ill, the physician or nurse shall prescribe treatment for the ward and immediately report in writing concerning the nature of the injury or illness and the treatment prescribed to the superintendent or the person in charge of the group home, as the case may be, and the Area Administrator. O. Reg. 384/79, s. 20.

**21.** Where a ward becomes seriously ill, the Area Administrator shall make every reasonable attempt to advise the ward's parent and notify a minister of religion, preferably of the denomination to which the ward belongs, and consult with the ward as to any particular person the ward desires to see or be notified of the ward's illness. O. Reg. 384/79, s. 21.

**22.** Upon the death of any ward, the Area Administrator shall,

(*a*) use all reasonable means to inform a parent or nearest relative of the deceased;

(*b*) ensure that the Coroner, the Crown Attorney and the local police are notified and facilitate any investigation or inquest ordered by the Coroner;

(*c*) report immediately to the Deputy Minister in writing giving full particulars; and

(*d*) cause to be recorded in the ward's file all action taken under clauses (*a*), (*b*) and (*c*). O. Reg. 384/79, s. 22.

TRAINING SCHOOLS ADVISORY BOARD

**23.**—(1) The Training Schools Advisory Board shall,

(*a*) visit each school at least once each year and advise the Minister as to the operation of each school; and

(*b*) review all assessments and progress reports submitted under sections 6 and 7 of this Regulation.

(2) The Board shall be composed of no more than five members. O. Reg. 384/79, s. 23.

PART II

PRIVATE TRAINING SCHOOLS

**24.**—(1) This Part applies only to private training schools.

(2) In this Part, "revenue" includes revenue derived from shop or farm operations of a private training school but does not include the amount of any donations made to the training school. O. Reg. 384/79, s. 24.

**25.** There shall be paid to a society maintaining a private training school, out of moneys appropriated therefor by the Legislature, a sum equal to the operating costs of the training school as determined under this Part. O. Reg. 384/79, s. 25.

**26.**—(1) Every private training school shall annually before a date fixed by an Area Administrator in each year prepare and submit to an Area Administrator on a form provided by an Area Administrator, an estimate of operating costs and revenue for the next fiscal year for the private training school and such estimate shall be subject to the approval of the Area Administrator.

(2) A private training school may at any time during the fiscal year after the estimate has been approved by an Area Administrator, submit an amendment to the estimate for the year and such amendment shall be subject to the approval of the Area Administrator.

(3) The estimate referred to in subsection (1) and the amendment referred to in subsection (2) shall be approved in writing by the society prior to submission to an Area Administrator and the board's written approval shall accompany the estimate or amendment submitted.

(4) The Area Administrator may approve the amount of any estimate or amendment thereto, as the case may be, as submitted under subsection (1) or (2) or he may vary the amount of the estimate or the amendment and approve the amount as so varied.

(5) Subject to subsection (6), an amount paid to a private training school for the operation of the private training school may be paid in monthly instalments in amounts determined by an Area Administrator and may be paid in advance provided that the total amount payable under this section shall not exceed the total amount of the estimate as finally approved by an Area Administrator under subsection (4).

(6) An amount paid under this section may be adjusted upon receipt of the annual financial statement of the private training school referred to in section 29.

(7) The amount of an adjustment referred to in subsection (6) shall either be paid to the private training school by Ontario or refunded by the private training school to Ontario, as the case may be.

(8) The moneys paid under this section to a private training school shall be expended by the private train-

ing school only in accordance with the estimate finally approved by an Area Administrator under subsection (4). O. Reg. 384/79, s. 26.

27. Every private training school shall furnish to an Area Administrator such returns, reports and information as an Area Administrator may from time to time require. O. Reg. 384/79, s. 27.

28. Every private training school shall keep books of account and the books of account shall,

(*a*) set forth the revenue and expenditures of the private training school;

(*b*) contain a record of money received by the private training school; and

(*c*) be audited annually by a licensed public accountant who is not a member of the society. O. Reg. 384/79, s. 28.

29.—(1) Every private training school shall furnish to an Area Administrator,

(*a*) not later than the last day of the fourth month following the end of each fiscal year, the complete financial statement of the private training school for the immediately preceding fiscal year, including a calculation of operating subsidy based upon and reconciled with operating surplus or deficit, as the case may be, and the said operating subsidy shall be compared with the subsidy paid by Ontario during the year and a calculation made of the balance owing by or repayable to Ontario; and

(*b*) not later than the last day of the fourth month following the end of each fiscal year a report of a licensed public accountant stating whether, in the accountant's opinion,

(i) the accountant has received all the information and explanations that the accountant has required,

(ii) the financial statement is in accordance with the books and records of the private training school,

(iii) the calculation of the payment of provincial aid is in accordance with the Regulations, and

(iv) the financial statement has been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

(2) The fiscal year of a private training school is the period designated by the Minister as the fiscal year of the private training school. O. Reg. 384/79, s. 29.

30. The society shall submit to the Minister in duplicate a quarterly statement showing the name of each ward in the school during the quarter and,

(*a*) the date the ward was admitted;

(*b*) the period the ward was in the school or in a foster home;

(*c*) the number of days for each ward for which the grant is claimed;

(*d*) a declaration by the superintendent of the school certifying the statement is correct in the amount due and in the number of days for which each ward admitted to the school was maintained. O. Reg. 384/79, s. 30.

31. Wherever practicable, purchases for which costs are claimed shall be made in accordance with the purchasing procedures of the Ministry. O. Reg. 384/79, s. 31.

# REGULATION 938

under the Travel Industry Act

## GENERAL

### APPLICATION

**1.**—(1) An application for registration as a travel agent or a travel wholesaler or a renewal thereof shall be in Form 1.

(2) A notice by a travel agent or travel wholesaler under,

(*a*) clause 12 (1) (*a*) of the Act, shall be in Form 2; and

(*b*) clause 12 (1) (*b*) of the Act, shall be in Form 2 and Form 3.

(3) A request for voluntary cancellation of registration under subsection 6 (7) of the Act shall be in Form 4. O. Reg. 848/80, s. 1.

### EXEMPTIONS

**2.** The following classes of persons are exempt from the Act:

1. An operator of one-day sightseeing tours whose principal business is providing sightseeing tours.

2. A person providing guide services only and his salesmen where no other travel services are sold.

3. A person providing sightseeing attractions and his salesmen where no other travel services are sold.

4. A student enrolled in a travel and tourism course at a College of Applied Arts and Technology or at a private vocational school registered under the *Private Vocational Schools Act*, while on field practice assignment without pay.

5. A public carrier while providing one day tours.

6. An agent appointed by a public carrier holding an operating licence under the *Public Vehicles Act* and the agent's employees, while acting within the scope of his appointment.

7. An employee of a public carrier while selling to the public transportation which is provided by the employer or when selling to the public on behalf of the employer, interline transportation.

8. A public carrier when selling scheduled online or interline transportation.

9. A person qualified to teach in an elementary or secondary school or a university or a College of Applied Arts and Technology and who is employed full time in that capacity,

   i. where he arranges for the students of his school, without direct or indirect personal gain or profit, a cultural or educational tour within Canada that has been authorized by the Government of Canada, the Province of Ontario, or approved in writing by his board of education, where applicable, or

   ii. where he arranges a one day tour. O. Reg. 367/75, s. 2.

**3.** The following classes of persons are exempt from the provisions of subclause 4 (1) (*c*) (i) of the Act:

1. A credit union that is subject to the provisions of the *Credit Unions and Caisses Populaires Act*.

2. A corporation incorporated without share capital whose objects are solely of an educational nature. O. Reg. 712/75, s. 1.

### FEES

**4.** Fees payable to the Registrar are as follows:

1. Upon application for registration as a travel wholesaler or travel agent or renewal thereof . . . . . $250

2. For each branch office . . . . . 200

O. Reg. 848/80, s. 2.

**5.** No individual shall be registered as a travel wholesaler or travel agent unless he is eighteen years of age or over. O. Reg. 367/75, s. 4.

### BONDS

**6.**—(1) Every application for registration shall be accompanied by the prescribed fee, and, in the case of a travel agent or travel wholesaler, by a bond in

such amount and form as is prescribed and by proof of payment in the compensation fund as provided under section 25.

(2) A bond shall be in the amount of,

(*a*) $5,000, where the sales volume including commissions does not exceed $750,000;

(*b*) $10,000, where the sales volume including commissions is greater than $750,000 and does not exceed $2,000,000;

(*c*) $15,000, where the sales volume including commissions is greater than $2,000,000 and does not exceed $4,000,000;

(*d*) $25,000, where the sales volume including commissions is greater than $4,000,000,

and shall be,

(*e*) the bond of a guarantee company approved under the *Guarantee Companies Securities Act*;

(*f*) a personal bond accompanied by collateral security; or

(*g*) the bond of a guarantor, other than a guarantee company, accompanied by collateral security.

(3) The classes of negotiable security that may be accepted as collateral security for a bond are,

(*a*) bonds issued or guaranteed by Canada;

(*b*) bonds issued or guaranteed by any province of Canada; or

(*c*) such other security as the Registrar considers appropriate having regard to the past conduct and financial position of the applicant.

(4) The collateral security referred to in subsections (2) and (3) shall be deposited with the Minister and maintained at a market value of not less than its face value.

(5) A bond shall be in Form 5, 7 or 8, as the case may be. O. Reg. 599/76, s. 1.

**7.** Where an applicant has been required by the bonding company referred to in subsection 6 (2) to post collateral to obtain a bond as required under section 6, he shall forthwith notify the Registrar in writing and identify the security and state its fair market value. O. Reg. 367/75, s. 6.

**8.** A bond may be cancelled by any person bound thereunder by giving to the Registrar and the travel agent or travel wholesaler named in the bond at least two months notice in writing of intention to cancel and, subject to section 9, the bond shall be deemed to be cancelled on the date stated in the notice, which date shall be not less than two months after the receipt of the notice by the Registrar. O. Reg. 367/75, s. 7.

**9.** Where a notice of intention to cancel a bond has been served on the Registrar under section 8 and the bond has been cancelled on the date stated in the notice, the registration of the travel agent or travel wholesaler shall no longer be valid unless prior to the date stated in the notice a replacement bond has been received by the Registrar. O. Reg. 367/75, s. 8.

**10.** For the purpose of every act or omission occurring,

(*a*) during the period of registration; or

(*b*) during the period prior to cancellation of the bond under section 8 where there has been no termination of registration,

every bond shall continue in force and the collateral security, if any, shall remain on deposit for a period of two years following the termination of the registration or the cancellation of the bond, as the case may be. O. Reg. 599/76, s. 2.

**11.** Where a bond has been cancelled or the registration has been terminated and the bond has not been forfeited the Minister may, two years following the termination of the registration to which the bond relates or two years after the cancellation of the bond, as the case may be, deliver the collateral security to the person who deposited the security. O. Reg. 599/76, s. 3, *part*.

**12.** The Registrar may declare any bond mentioned in section 6 forfeited,

(*a*) where a travel agent or travel wholesaler, including any member of a partnership, in respect of whose conduct the bond has been conditioned, has been convicted of,

(i) an offence under the Act, or

(ii) an offence involving fraud or theft or conspiracy to commit an offence involving fraud or theft under the *Criminal Code* (Canada), and the conviction has become final;

(*b*) where proceedings by or in respect of a travel agent or travel wholesaler, including any member of a partnership, in respect of whose conduct the bond has been con-

ditioned, have been taken under the *Bankruptcy Act* (Canada), either by way of assignment or by petition, or where proceedings have been taken by way of winding-up, and in the case of a petition, a receiving order under the *Bankruptcy Act* (Canada), or a winding-up order has been made, and the order has become final;

(*c*) where a judgment based on a finding of fraud has been given in Ontario against a travel agent or travel wholesaler, including any member of a partnership in respect of whose conduct the bond has been conditioned and the judgment has become final; or

(*d*) where judgment has been given in Ontario against a travel agent or a travel wholesaler, including any member of a partnership, in respect of whose conduct the bond has been conditioned, on any claim arising out of a transaction with a client involving travel service, other than a judgment against the travel agent or travel wholesaler in favour of a travel salesman or other travel agent or travel wholesaler, and the judgment has remained unsatisfied for a period of ninety days;

(*e*) where there has been a payment by a trustee out of a trust fund referred to in section 25,

and thereupon the amount thereof becomes due and owing by the person bound thereby as a debt due the Crown in right of Ontario. O. Reg. 367/75, s. 10.

**13.** Where a bond secured by the deposit of collateral security is forfeited under section 12, the Minister may sell the collateral security at the current market price. O. Reg. 599/76, s. 3, *part*.

**14.** Where the Crown in right of Ontario becomes a creditor of a person in respect of a debt to the Crown arising from the provisions of section 12, the Registrar may take such proceedings as he sees fit under the *Bankruptcy Act* (Canada), the *Judicature Act*, the *Business Corporations Act* or the *Winding-up Act* (Canada) for the appointment of an interim receiver, custodian, trustee, receiver or liquidator, as the case may be. O. Reg. 367/75, s. 11.

**15.**—(1) The Minister may in his discretion,

(*a*) assign any bond forfeited under section 12 and transfer the collateral security, if any;

(*b*) pay over any money recovered under the bond; or

(*c*) pay over any money realized from the sale of the collateral security under section 13,

to any person who,

(*d*) is a judgment creditor of any travel agent or travel wholesaler including any member of a partnership, or salesman, in respect of whose conduct the bond has been conditioned, where the judgment was based on a claim arising out of a transaction involving a travel service;

(*e*) has proven a claim in bankruptcy against any travel agent or travel wholesaler including any member of a partnership, or salesman, in respect of whose conduct the bond has been conditioned, in respect of any claim arising out of a transaction involving a travel service; or

(*f*) is the Trustee appointed under subsection 18 (7) of the Schedule where there has been a forfeiture under clause 12 (*e*),

provided that the transaction occurred during the period referred to in clause 10 (*a*) or (*b*) and the claimant is not a commercial creditor. O. Reg. 599/76, s. 4, *part*; O. Reg. 750/76, s. 1.

(2) The Minister may, where he considers it advisable, without any order, pay the whole or any part of the proceeds referred to in clause (1) (*b*) or (*c*) to the accountant of the Supreme Court in trust for such persons as are or may become entitled to share in the proceeds of the bond under the provisions of subsection (1). O. Reg. 599/76, s. 4, *part*.

**16.** Where a bond has been forfeited and the Minister has not received notice in writing of any claim against the proceeds of the bond or such part as remains in his hands within two years of the forfeiture, the Minister may pay the proceeds of the bond or the collateral security or any part remaining, to any person who made a payment under the bond or who deposited the collateral security, after first deducting the amount of any expenses that have been incurred in connection with any investigation or otherwise relating to the travel agent or travel wholesaler, including any member of a partnership, or salesman, in respect of whose conduct the bond was conditioned. O. Reg. 599/76, s. 5.

RECORDS

**17.**—(1) Every travel agent and every travel wholesaler shall maintain at his principal place of business or at such other place in Ontario as the Registrar may approve in writing, books, records and accounts in connection with his business in which he shall record,

(*a*) all sums of money received from his clients;

(*b*) all sums of money disbursed on behalf of his clients; and

(*c*) all other money received or disbursed in connection with his business.

(2) As a minimum requirement to comply with subsection (1), every travel agent and travel wholesaler shall keep or maintain, as the case may be,

(*a*) a book or other permanent accounting record showing all receipts and disbursements of money;

(*b*) all bank statements, pass books and cashed cheques for any account maintained in connection with the operation of the business of the registrant;

(*c*) detailed duplicate deposit slips respecting the deposit of funds received as payment for the sale of travel services that shall have recorded on them the serial number or numbers of the receipt or invoice issued as required by section 18 or 19, as the case may be, or such other reference as will enable the Registrar to readily identify the transaction to which the deposit relates; and

(*d*) copies of all receipts or invoices issued in connection with the sale of travel services that shall be kept on file by the registrant in numerical order. O. Reg. 25/80, s. 1.

**18.**—(1) Where a client makes any payment respecting the purchase of a travel service, the travel agent to whom payment is made shall provide forthwith a receipt to the client respecting such payment.

(2) The receipt referred to in subsection (1) shall have recorded on it,

(*a*) the name and address of the person making payment or such other reference as will enable the Registrar to readily ascertain the identity of such person;

(*b*) the date of payment and the amount paid;

(*c*) the name of the supplier of the travel service;

(*d*) the destination of the traveller and the date of his departure; and

(*e*) the serial number of the receipt. O. Reg. 25/80, s. 2, *part*.

**19.** Every travel wholesaler shall provide an invoice to each travel agent through whom it sells a travel service respecting the sale and on which shall be recorded,

(*a*) the name and address of the travel agent through whom it is selling the travel service;

(*b*) the terms of payment and the amount or amounts paid;

(*c*) the name of each client on behalf of whom the travel service is being purchased;

(*d*) the destination of each traveller and the date of his departure; and

(*e*) the serial number of the invoice. O. Reg. 25/80, s. 2, *part*.

**20.** The receipts required by section 18 and the invoices required by section 19 shall be numbered in sequence and shall be issued in order of sequence. O. Reg. 25/80, s. 2, *part*.

**21.**—(1) Every travel agent and every travel wholesaler shall maintain a written record of all cheques issued by him respecting the purchase or sale of a travel service.

(2) The record referred to in subsection (1) shall be in a form that will enable the Registrar to readily identify the transaction or transactions to which the cheque relates. O. Reg. 25/80, s. 2, *part*.

TERMS AND CONDITIONS OF REGISTRATION

**22.**—(1) Every registration expires on the date shown on the certificate of registration unless the prescribed application for renewal of registration, together with the prescribed fee, is filed with the Registrar prior to the date of expiry. O. Reg. 848/80, s. 3.

(2) Every individual registered as a travel agent and travel wholesaler shall be a *bona fide* resident of Canada. O. Reg. 750/76, s. 2.

(3) A registered travel wholesaler or a registered travel agent shall not operate a branch office unless such branch office is authorized by the registration.

(4) Every person registered as a travel wholesaler or as a travel agent in Ontario shall carry on his business from a permanent place of business that is not a dwelling and which is open to the public during normal business hours.

(5) A registered travel wholesaler or a registered travel agent shall not carry on business in a name other than the name in which he is registered, which name shall not indicate sponsorship, approval, status or affiliation which he does not have.

(6) Every registered travel wholesaler or registered travel agent shall prominently display his certificate of registration at the office for which it is issued.

(7) Where the registration of a travel wholesaler or travel agent is revoked, suspended, cancelled or where he voluntarily goes out of business, the travel wholesaler or travel agent shall forthwith return to the Registrar by registered mail his certificate of registration.

(8) A registered travel wholesaler or registered travel agent shall not knowingly carry on business in Ontario with a travel agent or travel wholesaler who is not registered.

(9) Every registered travel wholesaler or registered travel agent who ceases to trade with another registered travel wholesaler or registered travel agent by reason of that registrant's lack of apparent financial responsibility shall forthwith notify the Registrar of this fact. O. Reg. 367/75, s. 15 (2-8).

(10) Every travel wholesaler and every travel agent who is a participant in a compensation fund referred to in section 25 of this Regulation shall, when making additional payments as required in section 11 of the Schedule, transmit to the Trustee,

(*a*) with the half year payment, a statement prepared in accordance with Form 6;

(*b*) with the second half year payment or annual payment, a statement prepared in accordance with Form 6 which shall include a statement completed by a public accountant licensed under the *Public Accountancy Act* or such person as the Registrar approves. O. Reg. 491/76, s. 1.

(11) Where a person is exempt under paragraph 2 of section 3, he shall, in addition to all other requirements of registration,

(*a*) file a bond in the amount of $5,000 in addition to the bond required under section 6, which shall be the bond of a guarantee company approved under the *Guarantee Companies Securities Act*;

(*b*) maintain a trust account as prescribed in section 23; and

(*c*) file a financial statement as prescribed in section 24. O. Reg. 712/75, s. 2 (2).

23.—(1) For the purposes of this section "travel agent or travel wholesaler" means a travel agent or travel wholesaler referred to in paragraph 2 of section 3.

(2) All funds received by a travel agent or travel wholesaler in the course of his business from the public for travel services to be performed in the future are deemed to be trust funds. O. Reg. 712/75, s. 3, *part*.

(3) Every travel agent or travel wholesaler shall maintain in respect of all trust funds that come into his hands a separate trust account in a Province of Ontario Savings Office or any Ontario branch of a chartered bank, a corporation registered under the *Loan and Trust Corporations Act* or a credit union as defined in the *Credit Unions and Caisses Populaires Act* and authorized by law to accept deposits, and such account shall be designated as the "Travel Industry Act Trust Account". O. Reg. 848/80, s. 4.

(4) For the purposes of this section, no travel agent or travel wholesaler shall maintain more than one account designated as a trust account unless he has applied for and received the Registrar's written consent to do so.

(5) All trust funds received by a travel agent or travel wholesaler whether by cash, cheque, or otherwise, shall be deposited in the trust account of the travel agent or travel wholesaler within two banking days of their receipt.

(6) No travel agent or travel wholesaler shall disburse or withdraw any moneys held in trust, except in accordance with the terms and conditions upon which the moneys were received or as otherwise provided in this section.

(7) No travel agent or travel wholesaler shall disburse or withdraw any moneys held in trust until payment is to be made to the person providing the travel service for which the moneys were received.

(8) Nothing in this section shall be construed as affecting the right to any remedy available in law to a travel agent or travel wholesaler or any other person having a lawful claim to the moneys held in the trust account referred to in subsection (2).

(9) When so requested in writing by the Registrar or a person entitled to an accounting every travel agent or travel wholesaler shall account within thirty days for all trust funds received from or on behalf of the person entitled to such accounting. O. Reg. 712/75, s. 3, *part*.

24. Every travel agent and travel wholesaler referred to in paragraph 2 of section 3 shall file with the Registrar within thirty days of filing his application for registration or annual return under subsection 22 (1), a financial statement for the twelve-month period ending on the last day of the month immediately prior to such filing which shall be accompanied by a report of the auditor of the registrant who shall state in his report whether or not in his opinion the report presents fairly the financial position of the registrant and the results of the operations for the fiscal period under review in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding period. O. Reg. 712/75, s. 3, *part*.

25. Every travel agent and every travel wholesaler shall participate in a compensation fund the terms of which are set out in the Schedule. O. Reg. 491/76, s. 2.

26.—(1) Every travel agent and every travel wholesaler shall maintain an account or accounts in a chartered bank, loan or trust company, Province of Ontario Savings Office, or a credit union as defined in the *Credit Unions and Caisses Populaires Act* and such account or accounts shall be maintained in

Ontario. O. Reg. 25/80, s. 2, *part*; O. Reg. 848/80, s. 5.

(2) The account or accounts referred to in subsection (1) shall be in the name of the registrant and the registrant shall deposit forthwith into such account or accounts all funds received as payment for travel services. O. Reg. 25/80, s. 2, *part*.

27.—(1) Every travel agent and every travel wholesaler shall ensure that each office operated by him shall be under the supervision of a person who has sufficient experience with and knowledge of the business of selling travel services to afford the Registrar reasonable grounds for belief that the person will be able to adequately operate the travel service business of the registrant and such person shall be readily available during the normal business hours of the office to operate the business of the travel agent or travel wholesaler, as the case may be.

(2) An application for registration or renewal thereof as a travel agent or travel wholesaler shall be accompanied by the name and address and a description of the travel service experience of the person or persons referred to in subsection (1). O. Reg. 25/80, s. 2, *part*.

28. When required by the Registrar, a travel agent or travel wholesaler shall furnish to the Registrar within such period of time as the Registrar may specify a written statement of the current working assets and current liabilities of the applicant or registrant and the Registrar may require verification by affidavit or otherwise of any such information or material. O. Reg. 25/80, s. 2, *part*.

29. Where a travel agent or travel wholesaler is a corporation it shall, within five days after the event, notify the Registrar in Form 2 and Form 3 where there is a change in a director of the corporation or in Form 2 where there is a change in its controlling interest. O. Reg. 848/80, s. 6.

## Schedule

## TERMS OF COMPENSATION FUND

### INTERPRETATION

1. In this Schedule,

(*a*) "approved securities" means investments in which a trust company may invest moneys received by it for guaranteed investment under section 181 of the *Loan and Trust Corporations Act*;

(*b*) "Board" means the Board of Trustees as appointed under section 5 of this Schedule;

(*c*) "default" of or by a participant means a failure by such participant to meet any liability or obligation of such participant pursuant to this Schedule;

(*d*) "direction of the Board" means a copy of a resolution of the Board duly certified by its Chairman or Secretary;

(*e*) "fund" means the compensation fund continued under section 8 of this Schedule;

(*f*) "participant" means any travel agent or travel wholesaler who is a subscriber to the fund with the approval of the Registrar;

(*g*) "Tribunal" means The Commercial Registration Appeal Tribunal under the *Ministry of Consumer and Commercial Relations Act*;

(*h*) "Trustee" includes any successor Trustee appointed under subsection 18 (7) of this Schedule.

2. Except as provided in the regulations, where there is a reference in this Schedule to the exercise of a discretion by the Trustee, the Board or the Director, as the case may be, such exercise shall be sole, absolute and uncontrolled, and in no circumstances shall any such exercise be subject to any right in respect thereof of any person for any reason whatsoever.

### ELIGIBLE PARTICIPANTS

3. The following are eligible to participate in the fund:

1. Any travel agent who is registered or entitled to be registered under the Act.

2. Any travel wholesaler who is registered or entitled to be registered under the Act and who is not exempt from participation by the regulations.

### BOARD OF TRUSTEES

4. Except for the duties and responsibilities of the Trustee and the Director pursuant to this Schedule, the affairs of the fund shall be managed by a Board of Trustees.

5. A Board shall be appointed by the Lieutenant Governor in Council and shall be composed of not more than nine members and not less than five members as the Lieutenant Governor in Council may from time to time determine and the Lieutenant Governor in Council shall designate one of the members appointed to the Board to act as Chairman and another member to act as Vice-Chairman.

6. A member of the Board shall be disqualified from participating in any deliberation or decision of the Board with respect to any claim, by a client of a participant or a participant, made under section 15 of this Schedule where the member is the participant or an officer or director of the participant.

7.—(1) A majority of the Board constitutes a quorum.

(2) The Board may pass by-laws with respect to the conduct of its business.

(3) The Board shall record its meetings by minutes.

(4) Except as provided in subsection (5), any reference to Board in this Schedule shall be deemed to be a reference to a Board appointed under section 5 of this Schedule.

(5) A member of the Board appointed under section 5 of this Schedule shall be entitled to compensation for so acting in an amount to be determined by the Lieutenant Governor in Council and all members of the Board appointed under section 5 of this Schedule shall be entitled to be paid reasonable expenses for attending meetings of the Board.

8. The fund established under section 4.01 of Schedule A to Form 11 of Ontario Regulation 367/75 and continued by the immediate predecessor of this section, as made by section 3 of Ontario Regulation 491/76, is continued.

9. The situs of the fund shall be at all times in the Province of Ontario and the property and interest comprising such fund shall at all times be held by the Trustee from time to time in the Province of Ontario.

PAYMENTS FROM PARTICIPANTS

10. The corpus of the fund shall be composed of the payments of the participants contributed in the manner set out in section 11 of this Schedule.

11. Each participant on behalf of himself and for each branch office he maintains shall make a minimum initial payment to the fund of one thousand dollars with additional payments to be made to the fund as follows:

1. Each participant who is a registered travel agent shall make an additional half-yearly payment of an amount equal to three dollars ($3.00) for every $10,000 of sales volume, including commissions, or for any fraction thereof, made during such half-year period.

2. The half-yearly payment made under paragraph 1 shall be transmitted to the Trustee within twenty-one days of the end of the month for which the half-yearly payment is made and the end of the first half-yearly period shall be the 31st day of December.

3. Each participant who is a registered travel wholesaler shall make an additional half yearly payment of an amount equal to ten dollars ($10.00) for every $10,000 of sales volume, including commissions, or for any fraction thereof, made during such half year period.

4. The half-yearly payment made under paragraph 3 shall be transmitted to the Trustee within twenty-one days of the end of the month for which the half-yearly payment is made and the end of the first half-yearly period shall be the 31st day of December.

5. Where the participant referred to in paragraph 1 or 3 is a public carrier, the sale of online or interline transportation shall not be included in the sales volume.

6. When each participant has been advised by the Trustee that the fund has a book value of $1,500,000, subject to section 12 of this Schedule, no further additional payment for any following half year period shall be made under paragraph 1 or 3.

12. At any time when the fund is or would be reduced by reason of the payment or proposed payments by the fund to a claimant or on behalf of one or more of the participants or, where the amount of any such payment or proposed payment by the fund would reduce the book value of the fund to less than $1,000,000, each participant, on notice from the Trustee, shall resume or continue to make the additional payments provided for in paragraphs 1 and 3 of section 11 of this Schedule, until such time as the amount of such payment or payments from the fund are made up or the fund is restored to a book value of at least $1,500,000.

13. At any time when the fund is or would be reduced by reason of the payment or proposed payments by the fund to a claimant or on behalf of one or more of the participants in an amount which the Registrar considers inappropriate and where the fund has not reached a book value of $1,000,000, each participant, on notice from the Trustee, shall make additional payments equal to the payments provided for in paragraphs 1 and 3 of section 11 of this Schedule until such time as the amount of such payment or payments from the fund are made up.

COMPENSATION FUND

14.—(1) The Trustee shall hold all money received by it from participants or others pursuant to this Schedule, including any amounts received under a bond or other security of a participant that has been forfeited and all income on any such money and all rights conferred under this Schedule in trust for the benefit of such of the holders of claims as the Board may from time to time in its discretion approve as provided in this Schedule, and all such money and income shall constitute the fund to be dealt with and distributed in accordance with this Schedule.

(2) The Trustee shall maintain a record of amounts received from, on behalf of or in respect of each participant.

(3) All such amounts received by the Trustee into the fund shall be credited to a participant or participants and the Trustee's decision in respect of such crediting shall be final.

(4) No crediting of an amount to a participant shall, as such, give that participant any rights to that amount.

(5) The Trustee shall keep the fund invested in approved securities.

(6) The Trustee shall collect and receive all income from the fund and shall, after deducting his fees, costs, taxes, charges and expenses under section 20 of this Schedule, invest the balance of such income in accordance with the provisions of section 19 of this Schedule.

(7) The Trustee shall keep complete records of its administration of the fund on the basis of a fiscal year ending on the 30th day of June in each year.

(8) A copy of the financial statements of the fund certified by the Trustee, shall be delivered to each member of the Board and the Registrar within thirty (30) days after the end of each fiscal year or so soon thereafter as is reasonably possible.

(9) The statements referred to in subsection (8) shall include, where applicable, the following information:

1. The amount owing under this Schedule by any participant to the Trustee that has not been paid when due.

2. The amount of all receipts and the source thereof.

3. The amount of all payments to or on behalf of participants.

4. A complete statement of all receipts and disbursements for claims in respect of each participant who was in default during the fiscal year.

5. A statement of all credits and debits to the capital of the fund.

6. Such other information as the Board or the Director may from time to time require.

(10) The Trustee shall provide to the Board, on a quarterly basis, a statement of the assets of the fund at book value and fair market value and a statement of any acquisitions and dispositions of investments during each quarter.

CLAIMS

15.—(1) Subject to subsection (2), the fund is established to stand in the place and stead of a participant for the payment out of the fund of such claims of clients of the participant that the participant has refused, after demand or is unable to pay, and which claims meet the following requirements:

1. A client who has made payment for travel services to a participant in Ontario and who has not received the travel services contracted for, is entitled to claim for a refund of moneys so paid to the extent only that such services are not so provided and after he has made a demand for payment from a participant which the participant has refused without legal justification to pay or is unable to pay by reason of bankruptcy or insolvency, but a client is not entitled to claim for a refund of any money paid by him to a participant where the client has been provided with travel services or alternative travel services and such claim is based on the cost, value or quality of the travel services provided.

2. No client shall have a claim for the refund of any money paid by him to a participant where he was informed, prior to the making of his payment to the participant, that the money paid by him was a non-refundable deposit or a reasonable service charge.

3. The Board shall determine the eligibility and the amount of any claim made by a client and shall direct the Trustee to pay any claim, or any part thereof, that meets the requirements of this Schedule, and, subject to section 16 of this Schedule, the decision of the Board is final.

4. No client of any participant shall have any vested or absolute right to payment of a claim against the Board, the Tribunal, the Trustee or the fund.

(2) Where a participant who is a travel agent has acted in good faith and at arms' length with a participant who is a travel wholesaler and where the participant who is a travel agent has passed his client's money to the participant who is a travel wholesaler and has at his own expense reimbursed his client or arranged alternate travel for travel services contracted for and not provided to the client, on and after the 15th day of July, 1975, the participant who is a travel agent shall be entitled to claim for the refund of that portion of the client's moneys passed to the participant who is a travel wholesaler and shall not be entitled to claim any commission received or owing on account of the services contracted for.

(3) Where a participant who is a travel wholesaler has acted in good faith and at arm's length with a participant who is a travel agent and the travel agent has failed to pass his client's money to the travel wholesaler and the travel wholesaler has, at his own expense, reimbursed the client or has provided the travel service contracted for but not paid for by the travel agent to the travel wholesaler, the travel wholesaler shall be entitled to claim for the refund of that portion of the client's moneys received by the travel agent that the travel agent failed to pass to the travel wholesaler, but in no event shall the travel wholesaler be entitled to claim any portion of such moneys that represent commissions.

(4) The provisions of paragraphs 3 and 4 of subsection (1) and subsection (5) shall apply with necessary modifications to a claim made under subsection (2) or (3).

(5) A claim for payment out of the fund may only be made by a claimant giving written notice of claim to the Registrar for transmittal to the Board with full particulars thereof and of any payment recovery in respect thereof and the Trustee may require as a condition precedent to making payment of such claim or any part thereof, the delivery and execution of such documents as the Trustee in its discretion or upon the advice of its Counsel considers necessary including such documents as are necessary for transferring to the Trustee the interest of the client in such claim so as to subrogate the Trustee to the position of the client against the participant.

(6) Notwithstanding subsections (1), (2), (3), (4) and (5),

(*a*) the maximum aggregate amount of claims which shall be paid in respect of any one participant shall not exceed the sum of $300 multiplied by the number of participants;

(*b*) the Trustee may in its discretion defer the payment of claims in respect of any one participant until the Trustee is reasonably satisfied all claims likely to be made in respect of such participant have been received by the Trustee;

(*c*) the Trustee may in its discretion reserve against claims which it thinks may be validly made and any such reservations shall be the equivalent of a payment of such claim for the purpose of an additional payment to the fund under sections 12 and 13 of this Schedule; and

(*d*) the Trustee in its discretion may pay claims in respect of any one participant in one or more instalments as it sees fit.

(7) When it appears to the Director or the Board that a client of a participant has been placed in circumstances where immediate funds and facilities are necessary to alleviate the suffering and inconvenience of the client where the client is outside of Canada, the Board, with the concurrence of the Director, may direct the Trustee to pay out of the fund an amount sufficient for the repatriation and necessary accommodation of the client.

(8) The amount of a payment under subsection (7) on behalf of a participant shall be deemed to be an additional payment due to the Trustee by such participant and the Trustee shall demand payment from the participant forthwith.

(9) Notwithstanding the provisions of subsection 7 (1) of this Schedule, where a quorum of the Board is not available, the powers set out under subsection (7) may be exercised by any two (2) members of the Board with the concurrence of the Director or his designate in writing.

HEARING BY TRIBUNAL

16.—(1) Where the Board determines that a claim, or any part thereof, made under section 15 is not eligible for payment, it shall serve notice of its decision on the claimant and the notice shall inform the claimant that he is entitled to a hearing by the Tribunal if he mails or delivers to the Registrar and the Tribunal within fifteen days after the notice is served on him, notice in writing requiring a hearing.

(2) Where a claimant who has been served with a notice under subsection (1) does not require a hearing, the decision of the Board becomes final.

(3) Where a claimant requires a hearing before the Tribunal in accordance with subsection (1), the Tribunal shall appoint a time for and hold the hearing and, after affording the claimant an opportunity to be heard, may allow the claim, or any part thereof, and shall direct the Trustee to pay the amount allowed or may refuse to allow the claim, or any part thereof.

(4) The claimant who has requested the hearing and such other persons as the Tribunal may specify are parties to proceedings before the Tribunal under this section.

(5) The provisions of subsection 15 (6) of this Schedule apply with necessary modifications to any disposition or decision of the Tribunal under this section.

TERMINATION OF PARTICIPATION IN THE FUND

17.—(1) A participant may withdraw from the fund at any time upon giving two years' notice in writing to the Board, the Trustee and the Registrar.

(2) When a participant is in default in making any required payment to the fund, as determined by the Registrar, or in the discharge of any other of its obligation under this Schedule, upon receiving the written direction of the Registrar the Trustee shall forward notice in writing of the default to the participant.

(3) Where a default is not satisfied within ten days from the date of the notice from the Trustee referred to in subsection (2), the participant shall be deemed to be expelled from the fund.

(4) Subsection (3) does not apply where the default is due to the insolvency, bankruptcy or voluntary or compulsory winding-up of a participant.

(5) Upon withdrawal, or expulsion from the fund, the participant is not entitled to payment out of the fund of any amount paid to the Trustee under the terms of this Schedule.

(6) A participant referred to in subsection (5) shall file with the Board, the Trustee and the Registrar such financial statements and other evidence as the Board and the Director may in their discretion require to establish that the affairs of the participant are settled and that there are no claims on the fund and that arrangements satisfactory to the Board and the Director have been made to ensure that all liabilities and obligations of the participant which should give rise to any such claim have been met and discharged.

(7) Subject to section 15 of this Schedule, upon the expiration of the two years' notice given under subsection (1) and with the approval of the Board and the Registrar, the participant shall cease to be a participant and his participation in the fund shall cease.

THE TRUSTEE

18.—(1) The Trustee shall be a trust company registered under the *Loan and Trust Corporations Act* and shall be approved by the Director and the fees to be charged by the Trustee for the management of the trust shall be approved by the Director.

(2) The Trustee shall not be required to give any bond or other security for the performance of its duties and shall not be responsible for any diminution in the funds, securities or property of whatever character constituting part of the fund or any loss resulting from the making of any investments or from the retention in good faith for any length of time of securities or other property of whatsoever character purchased or acquired by it notwithstanding that such securities or property may not be income producing, or from any mistake in judgment made in good faith, or from any loss of whatsoever character unless resulting from its own fraud, negligence or wilful misconduct.

(3) The Trustee may rely and shall be protected in acting upon any resolution, certificate, statement, instrument, opinion, report, notice, request, consent, letter, telegram, cablegram or other paper or document believed by it on reasonable grounds to be genuine and to have been signed, sent or delivered by or on behalf of the proper party or parties.

(4) The Trustee may employ or retain such counsel, accountants, appraisers, or other experts or advisers as it may reasonably require for the purpose of discharging its duties under this Schedule and may act and shall be protected in acting in good faith on the opinion or advice of or information obtained from any of them and shall not be responsible for any misconduct on the part of any of them.

(5) The Trustee may at any time resign as Trustee by giving ninety (90) days notice in writing to the Board and to the Director.

(6) The Board or the Director may at any time require the removal of the Trustee on giving ninety (90) days notice in writing to the Trustee.

(7) Upon the resignation or removal of the Trustee or where the Trustee is at any time unable to act, the Board, with the approval of the Director shall appoint as a successor Trustee, a Corporation authorized to do business in Ontario as a trust company under the *Loan and Trust Corporations Act* who, upon acceptance of such appointment, shall, subject to subsection (8), have vested in it without further act or formality, all the rights and powers given under this Schedule to the Trustee who resigned, was removed or was unable to act.

(8) Upon the written request of the Board the Trustee ceasing to act shall execute and deliver an instrument in writing transferring to the successor Trustee all the rights, powers and fund assets reposing in or with the Trustee ceasing to act, and shall do all such other acts or things necessary or desirable for the vesting of the fund assets in the successor Trustee.

(9) A Trustee ceasing to act shall render to the Director and to the Board an account of its administration following that covered by its last annual accounting required under subsection 14 (8) of this Schedule.

19.—(1) The Trustee, in the administration of the fund, shall have power and authority to,

(*a*) invest and reinvest the fund in approved securities and may do all acts and things and execute, acknowledge and deliver all instruments in respect thereof;

(*b*) hold in the form of cash awaiting investment or other application hereunder any

portion of the fund and may hold the cash in any deposit or current account operated by the Trustee;

(*c*) sell, convert, assign, exchange, transfer or otherwise dispose of any approved securities at any time constituting part of the fund at public or private sale for such consideration and upon such terms and conditions as the Trustee sees fit;

(*d*) vote in person or by proxy with respect to any approved security constituting part of the fund;

(*e*) exercise personally or by general or limited power of attorney any right appurtenant to any approved securities or to any other property held by it at any time;

(*f*) join in or dissent from and oppose the reorganization, redistribution, consolidation, merger, liquidation or sale of corporations or properties;

(*g*) exchange approved securities for other securities issued in connection with or resulting from a reorganization and retain such securities;

(*h*) exercise or sell any rights issued upon or with respect to any approved securities;

(*i*) register any approved security or other property held by it in its own name or in the name of a nominee with or without the addition of words indicating that such securities are held in fiduciary capacity;

(*j*) compromise, adjust or settle any claims in favour of or against the fund and to conduct any litigation arising out of such claims; and

(*k*) do any act in addition to those referred to in clauses (*a*) to (*j*) with respect to any property in the fund necessary to protect the investment of the fund.

(2) The books and records of the Trustee shall at all times indicate that all approved securities and property howsoever held are part of the fund.

20.—(1) The Trustee's fee for performing its duties under this Schedule shall be such as may be mutually agreed upon from time to time between the Director and the Trustee and in default of such agreement as may be determined by the Director.

(2) The Trustee shall be entitled to be reimbursed for any and all costs, charges and expenses reasonably incurred by the Trustee in the performance of its duties pursuant to this Schedule.

(3) All fees, costs, charges and expenses and the expenses directed to be paid by the Board shall be deducted first from the income of the fund and in the event of any deficiency from the capital of the fund.

21.—(1) The Trustee shall notify the Board and the Registrar forthwith of any default of any participant or of any claim made in respect thereof, or of any failure by a participant to perform any obligation or condition under this Schedule.

(2) The Trustee shall furnish the Board with all information, records and documents in its possession in connection with this Schedule and its administration of the fund as the Board may from time to time reasonably request.

MISCELLANEOUS

22. No participant or person claiming under or against the fund shall bring legal or equitable action against the Trustee, the fund, or the Board for any matter or cause whatsoever, except that the Board may claim against the Trustee for any loss resulting from the fraud, negligence, or wilful misconduct of the Trustee, and in default of satisfaction or settlement of such claim between the Trustee and the Board, the Board may commence such action or other proceeding as it may see fit against the Trustee, but in no event shall any part of the fund be attachable or otherwise made available to satisfy or settle any such claim or judgment or other court order in respect thereof.

23.—(1) All information, records and documents of any kind whatsoever about a participant or any officer, director, or shareholder of a participant, or information, record or document with respect to the business relations between the participant and any other person at any time in the possession or control of either the Trustee or the Board and howsoever obtained, may be confidentially exchanged between the Trustee and the Board.

(2) No participant or officer, director or shareholder of a participant shall have any claim of any kind whatsoever against the Board or the Trustee arising from or out of the exchange of any information by the Board or the Trustee or arising from its use in good faith by the Trustee or the Board for any purpose.

(3) Nothing in subsections (1) and (2) shall constitute an obligation of the Board to furnish or disclose any information to the Trustee, participant or any other person. O. Reg. 491/76, s. 3; O. Reg. 599/76, s. 6; O. Reg. 638/76, s. 1; O. Reg. 750/76, s. 3; O. Reg. 805/77, s. 1; O. Reg. 25/80, s. 3.

Form 1

*Travel Industry Act*

## APPLICATION FOR BUSINESS REGISTRATION OR RENEWAL

**THE UNDERSIGNED APPLIES TO THE REGISTRAR FOR REGISTRATION AS A**

TRAVEL AGENT UNDER THE *TRAVEL INDUSTRY ACT*
TRAVEL WHOLESALER UNDER THE *TRAVEL INDUSTRY ACT*

| | (✓) Check One |
|---|---|
| New Registration | ☐ A |
| Renewal of Registration | ☐ R |

| | (✓) Check One |
|---|---|
| Sole Proprietor | 4 ☐ |
| Partnership | 5 ☐ |
| Corporation | 6 ☐ |

Date of Application: Yr ____ Mo ____ Dy ____

**AND FOR THE PURPOSE OF OBTAINING REGISTRATION GIVES THE FOLLOWING INFORMATION:**

| |
|---|
| Application on behalf of |
| Name under which Business will be operated (if different from above) |

| | | |
|---|---|---|
| Business Address - Street | Apartment/suite | |
| City | Province | Postal Code — |

| | | |
|---|---|---|
| Mailing Address (if different from above) - Street | Apartment/Suite | |
| City | Province | Postal Code — |

BUSINESS RECORD OF THE APPLICANT DURING THE PAST THREE YEARS.

| Name of Individual Applicant, Partner or Officer | Name and Address of Employer | Nature of Business of Employer | Nature of Employment | Period of Employment (give exact dates) From To |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

a) Is the applicant registered, or has the applicant ever been licenced or registered, under any other act ? ..... ☐ YES ☐ NO
If yes, give full particulars. _____

b) Has the applicant ever had a licence or registration of any kind refused, suspended, revoked or cancelled? ..... ☐ YES ☐ NO
If yes, give full particulars. _____

Will the applicant be engaged, occupied or employed in any other business, occupation or profession? ..... ☐ YES ☐ NO
If yes, give full particulars. _____

a) Is the applicant a discharged or undischarged bankrupt, or presently a party to bankruptcy proceedings? ..... ☐ YES ☐ NO

b) Has the applicant ever been (or is he now) an officer, director, or majority shareholder of a corporation which has been declared bankrupt or which is now a party to bankruptcy proceedings? ..... ☐ YES ☐ NO

Are there any unpaid judgments outstanding against the applicant? ..... ☐ YES ☐ NO
If yes, submit a copy of each judgement.

Has the applicant ever been convicted under any law of any country, or state, or province thereof of an offence, or are there any proceedings now pending? ..... ☐ YES ☐ NO

If yes, give full particulars: _____

NOTE: Where the applicant has been previously registered, list only those offences which have occurred since the date of last filing. You are not required to disclose any conviction in respect of which a pardon has been granted.

Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant beneficially, or who otherwise exercises control or direction over the applicant? ..... ☐ YES ☐ NO
If yes, give full particulars

| NAME | ADDRESS | FULL PARTICULARS |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

FOR CORPORATIONS ONLY

| Date of Incorporation | Jurisdiction of Incorporation: ☐ Ontario ☐ Other | If other Please specify: |
|---|---|---|

| Name of Shareholder of Record | Address of Shareholder of Record | Occupation of Shareholder of Record | No. of Shares held | No. of Equity (Voting) Shares held |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Total number of shares issued to date .....

Total number of shares issued to date which carry voting rights .....

Enter total number of equity (voting) shares beneficially owned directly or indirectly, by non-residents of Canada or over which non-residents of Canada exercise control or direction .....

Is the corporation entitled to offer its shares to the public? ..... ☐ YES ☐ NO

Are any of the above shares held for a beneficial shareholder? ..... ☐ YES ☐ NO

If yes, give full particulars below:

| Name of Shareholder of Record | Name of Beneficial Shareholder | Address of Beneficial Shareholder | Occupation of Beneficial Shareholder | No. of Shares Beneficially held | No. of Equity (Voting) Shares Benefic held |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

FOR SOLE PROPRIETORS OR PARTNERS OF A PARTNERSHIP

Name of Applicant or Partner

Check One (✓) ☐ Canadian Citizenship ☐ Landed Immigrant Status ☐ Employment Visa

| Sex | Canadian Resident? | Birth Date | Marital Status | Spouses Occupation |
|---|---|---|---|---|
| M ☐ F ☐ | YES ☐ NO ☐ If yes, how long? | Yr Mo Dy | | |

| Hair | Eyes | Height | Weight | Build | Special Marks |
|---|---|---|---|---|---|
| | | | | | |

Name of Partner

Check One (✓) ☐ Canadian Citizenship ☐ Landed Immigrant Status ☐ Employment Visa

| Sex | Canadian Resident? | Birth Date | Marital Status | Spouses Occupation |
|---|---|---|---|---|
| M ☐ F ☐ | YES ☐ NO ☐ If yes, how long? | Yr Mo Dy | | |

| Hair | Eyes | Height | Weight | Build | Special Marks |
|---|---|---|---|---|---|
| | | | | | |

**FINANCIAL INFORMATION**

(A) Names of Financial Institutions where accounts will be maintained for the Head Office and Branch Offices.
NOTES: Accounts must be maintained in the trading names of the Head Office and Branch Offices.

| Name of Financial Institution for Head Office | Address |
|---|---|
| Name of Financial Institution for Branch Office | Address |
| Name of Financial Institution for Branch Office | Address |

(B) State Date of Business Fiscal Year End .....

**OFFICE SUPERVISION**

Provide name, address, and Travel Service Industry experience (last 3 years) of person(s) responsible for supervision of operations at Head Office **or** any Branch Offices.

| Full Name | Residence Address | Res. Tele No. | Name of Employer | Position Held | Period of Employment (Give Exact Dates) From To |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## Ontario Branch Offices

Head Office Registration No.

| Effective Date YR MO DY | New (✓) ☐ Change ☐ Closing ☐ | Br. Registration No. | Branch Name | Manager/Supervisor (Surname first) |
|---|---|---|---|---|
| | | Street | Apartment/Suite / City / Postal code | |

## Officers/Partners/Directors/Sole Proprietor

| Effective Date YR MO DY | New (✓) ☐ Termination ☐ | Registration No. | Surname | First Name | Initials | Status Active ☐ Non-Active ☐ |
|---|---|---|---|---|---|---|
| | | Birthdate Yr Mo Dy | Sex M ☐ F ☐ | Position held in company | | Position Code |
| Residence Address - Street | | City | Province | Postal Code | Telephone No. | |

Signature of Applicant/s

NOTE: For Corporations the application must be signed by an officer and a director, or by two officers.
For Partnerships the application must be signed by all partners.

Dated at _____, this _____ day of _____, 19____.

**WARNING.** It is an offence to knowingly provide false information on this application.

O. Reg. 848/80, s. 7, *part*.

Form 2

*Travel Industry Act*

NOTICE OF BUSINESS CHANGE

| Check one (√) | | |
|---|---|---|
| Sole Proprietor | 4 | ☐ |
| Partnership | 5 | ☐ |
| Corporation | 6 | ☐ |

I/We

| Registered Business Name | | |
|---|---|---|
| Business Address - Street | Apartment/Suite | |
| City | Province | Postal Code |

| Registration No. | | |
|---|---|---|
| Date of Notification | | |
| Yr | Mo | Dy |
| | | |

hereby notify the Registrar of the following changes:

NAME AND ADDRESS CHANGES

| New Name | | |
|---|---|---|
| New Trading Name | | |
| Business Address - Street | Apartment/Suite | |
| City | Province | Postal Code |
| Mailing Address (if different from above) - Street | Apartment/Suite | |
| City | Province | Postal Code |

## FOR CORPORATIONS ONLY

Give details of all changes in shareholders together with the number of shares held by each as of the date of change. Where shareholders are nominees, or hold shares in trust, give the name of the beneficial owner of such shares . Include both the additions to and deletions from the record of shareholders.

### DELETIONS

| Name of Shareholder of Record | Address of Shareholder of Record | Occupation of Shareholder of Record | No. of Shares Held | No. of Equity (Voting) Shares Held |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

### ADDITIONS

| Name of Shareholder of Record | Address of Shareholder of Record | Occupation of Shareholder of Record | No. of Shares Held | No. of Equity (Voting) Shares Held |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total number of shares issued to date ..... | | | | |
| Total number of shares issued to date which carry voting rights ..... | | | | |
| Enter Total number of equity (voting) shares beneficially owned directly or indirectly, by non-residents of Canada or over which non-residents of Canada exercise control or direction ..... | | | | |

Are any of the above shares held for a beneficial shareholder ..... ☐ YES ☐ NO

If yes, give full particulars below:

| Name of Shareholder Of Record | Name of Beneficial Shareholder | Address of Beneficial Shareholder | Occupation of Beneficial Shareholder | No. of Shares Beneficially Held | No. of Equity (Voting) Shares Beneficially Held |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

Is there any person or corporation whose name is not disclosed above who has any financial interest in the applicant beneficially, or who otherwise exercises control or direction over the applicant? ..... ☐ YES ☐ NO

If yes, give full particulars below:

| Name | Address | Full Particulars |
|---|---|---|
| | | |
| | | |

## Ontario Branch Offices

Head Office Registration No.

Check one ( ✓ ) for each branch.

| Effective Date YR MO DY | New (✓) / Change / Closing | Br. Registration No. | Branch Name (If different from Head Office) | | | |
|---|---|---|---|---|---|---|
| | | | Street | City | Postal Code | Manager/Supervisor (Surname first) |
| | | | | | – | |

| Effective Date YR MO DY | New (✓) / Change / Closing | Br. Registration No. | Branch Name (If different from Head Office) | | | |
|---|---|---|---|---|---|---|
| | | | Street | City | Postal Code | Manager/Supervisor (Surname first) |
| | | | | | – | |

| Effective Date YR MO DY | New (✓) / Change / Closing | Br. Registration No. | Branch Name (If different from Head Office) | | | |
|---|---|---|---|---|---|---|
| | | | Street | City | Postal Code | Manager/Supervisor (Surname first) |
| | | | | | – | |

| Effective Date YR MO DY | New (✓) / Change / Closing | Br. Registration No. | Branch Name (If different from Head Office) | | | |
|---|---|---|---|---|---|---|
| | | | Street | City | Postal Code | Manager/Supervisor (Surname first) |
| | | | | | – | |

## Officers/Partners/Directors/Sole Proprietor

Check one ( ✓ ) for each person.

| Effective Date YR MO DY | New (✓) / Termination | Registration No. | Surname | First Name | Initials | Status Active / Non-Active |
|---|---|---|---|---|---|---|
| | | Birthdate Yr Mo Dy / Sex M F | Position held in company | | | Position Code |
| Residence Address - Street | | | City | Province | Postal Code – | Telephone No. |

| Effective Date YR MO DY | New (✓) / Termination | Registration No. | Surname | First Name | Initials | Status Active / Non-Active |
|---|---|---|---|---|---|---|
| | | Birthdate Yr Mo Dy / Sex M F | Position held in company | | | Position Code |
| Residence Address - Street | | | City | Province | Postal Code – | Telephone No. |

| Effective Date YR MO DY | New (✓) / Termination | Registration No. | Surname | First Name | Initials | Status Active / Non-Active |
|---|---|---|---|---|---|---|
| | | Birthdate Yr Mo Dy / Sex M F | Position held in company | | | Position Code |
| Residence Address - Street | | | City | Province | Postal Code – | Telephone No |

| Effective Date YR MO DY | New (✓) / Termination | Registration No. | Surname | First Name | Initials | Status Active / Non-Active |
|---|---|---|---|---|---|---|
| | | Birthdate Yr Mo Dy / Sex M F | Position held in company | | | Position Code |
| Residence Address - Street | | | City | Province | Postal Code – | Telephone No |

Signature of Applicant(s)

NOTE: For Corporations the application must be signed by an officer and a director, or by two officers.
For Partnerships the application must be signed by all partners.

Dated at _____, this _____ day of _____, 19____.

**WARNING** It is an offence to knowingly provide false information on this application.

O. Reg. 848/80, s. 7, *part*.

## Form 3

*Travel Industry Act*

## NOTICE OF NEW OFFICER OR DIRECTOR

NAME AND ADDRESS OF NEW OFFICER/DIRECTOR

| SURNAME | FIRST NAME | INITIALS |
|---|---|---|
| | | |

RESIDENCE ADDRESS STREET (IF NO STREET NUMBER GIVE LOT AND CONCESSION NO.)

| CITY | Province | Postal code | Birthdate yr mo dy |
|---|---|---|---|
| | | | |

| Registered Business Name | Business Registration No. |
|---|---|
| | |

POSITION HELD

Will you be activly engaged in the opperation of the business as an officer/director of the corporation ..... ☐ YES ☐ NO

**PROVIDE PARTICULARS OF OCCUPATION DURING PAST 3 YEARS** (including periods of unemployment, illness, etc.)

| NAME AND ADDRESS OF EMPLOYER | NATURE OF BUSINESS OF EMPLOYER | NATURE OF MY EMPLOYMENT | PERIOD OF EMPLOYMENT (give exact dates) From: To: |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

a) Is the applicant registered, or has the applicant ever been licenced or registered, under any other act ? ..... ☐ YES ☐ NO
If yes, give full particulars.

b) Has the applicant ever had a licence or registration of any kind refused, suspended, revoked or cancelled? ..... ☐ YES ☐ NO
If yes, give full particulars.

Have you any business association with any individual, firm, partnership, or corporation currently holding registration under any provincial statute ? ☐ yes ☐ no

If yes, give full particulars: .....

Will you be engaged, occupied or employed in any other business, occupation or profession?..... ☐ yes ☐ no

If yes, give full particulars: .....

a) Is the applicant a discharged or undischarged bankrupt, or presently a party to bankruptcy proceedings? ☐ YES ☐ NO

b) Has the applicant ever been (or is he now )an officer,director,or majority shareholder of a corporation which has been declared bankrupt,or which is now a party to bankruptcy proceedings ? ☐ YES ☐ NO

Are there any unpaid judgments outstanding against you? ☐ yes ☐ no

If yes, submit a copy of each judgment.

Have you ever been convicted under any law of any country, or state, or province thereof, of an offence, or are there any proceedings now pending? ☐ yes ☐ no

If yes, give full particulars: _____

Signature of new officer/OR DIRECTOR

Dated at _____, this _____ day of _____, 19____.

**WARNING:** It is an offence to knowingly provide false information on this application.

O. Reg. 848/80, s. 7, *part*.

## Form 4

*Travel Industry Act*

### REQUEST FOR VOLUNTARY CANCELLATION OF REGISTRATION

To the Registrar of the Travel Industry Act:

I, .....

hereby request that my registration as a ☐ travel wholesaler
☐ travel agent
☐ travel salesman

be cancelled, and I hereby surrender my registration.

..... .....
(witness) (signature of registrant)

Dated at.....this.....day of.....,19....

O. Reg. 367/75, Form 8.

Form 5

*Travel Industry Act*

BOND OF A GUARANTEE COMPANY

Amount $.....

Bond No.....

KNOW ALL MEN BY THESE PRESENTS, that we, .....

(hereinafter called the Principal) as Principal, and.....

.....(hereinafter called the Surety) as Surety are held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of..... Dollars ($.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly to be made I, .....
(name of Principal)

bind myself, my heirs, executors, administrators and assigns, and we, .....
(name of Surety)

bind ourselves, our successors and assigns jointly and firmly by these presents.

The total liability imposed upon the Principal or Surety by this Bond and any and all renewals thereof shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with our seals and dated this.....day of.....,19....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the *Travel Industry Act*, then the said obligation shall be void but otherwise shall be and remain in full force and effect and shall be subject to forfeiture as provided by the Act.

SIGNED, SEALED AND DELIVERED

in the presence of

.....

.....

Principal.....

.....

Surety:

.....

.....

NOTE: Has collateral security been given? ☐ yes ☐ no
If yes, specify.

O. Reg. 367/75, Form 9.

Form 6

*Travel Industry Act*

HALF YEAR STATEMENT

Name of Participant .....

Business Address .....

HALF YEAR STATEMENT FOR PERIOD ENDING .....

Registration Number .....

Business Name of Participant .....

Business Address .....

.....

1. Total sales volume (including commissions) received in the past half year by the participant $_____

2. Total payment as per note 1 due to the Trustee and remitted herewith ..... $_____

Date .....

.....
(signature)

.....
(title)

ANNUAL DECLARATION AND REMITTANCE
FOR THE YEAR ENDED .....

1. Total sales volume (including commissions) received in the past year by the participant $_____

2. Total payment as per note 1 due to Trustee ..... $_____

3. Less half payment already remitted ..... $_____

4. Amount remitted with this form Item 2 less Item 3 .....$_____

Date .....

.....
(signature)

.....
(title)

O. Reg. 885/79, s. 6 (Form 10).

Form 7

*Travel Industry Act*

BOND OF GUARANTOR OTHER THAN GUARANTEE COMPANY

Bond No..... Amount $.....

KNOW ALL MEN BY THESE PRESENTS, that we.....

.....(hereinafter called the Principal) as Principal and

.....(hereinafter called the Guarantor) as Guarantor

are held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of

.....Dollars ($.....) of lawful money

of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly be made,

I,....., bind myself, my heirs, executors,
(Name of Principal)

administrators, and I, the said....., guarantee the
(Name of Guarantor)

payment of the sum of..... Dollars ($.....)

to the Obligee and I,....., bind myself, my heirs,
(Name of Guarantor)

executors, administrators and assigns, jointly and firmly by these presents and by depositing with the Obligee

.....as collateral security to this Bond.

The total liability imposed upon the Principal or Guarantor by this Bond and any and all renewals thereof shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with our seal and dated this.....day of

....., 19.....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the *Travel Industry Act*, then the said obligation shall be void but otherwise shall be and remain in full force and effect and shall be subject to forfeiture as provided by the said Act.

SIGNED, SEALED AND DELIVERED

in the presence of

.....

.....

Principal.....

Guarantor.....

O. Reg. 599/76, s. 7, *part*; O. Reg. 750/76, s. 5 (1).

Form 8

*Travel Industry Act*

PERSONAL BOND

Bond No..... Amount $.....

KNOW ALL MEN BY THESE PRESENTS, that I,.....

.....

(hereinafter called the Obligor) am held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of .....Dollars ($.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly be made, I,....., bind myself, my heirs,
(Name of Obligor)

executors, administrators and assigns, and I,....., deposit
(Name of Obligor)

with the Obligee.....as collateral security to this Bond.

The total liability imposed upon the Obligor by this Bond and any and all renewals thereof shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with my seal and dated this.....day of

....., 19.....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the *Travel Industry Act*, then the said obligation shall be void but otherwise shall be and remain in full force and effect and shall be subject to forfeiture as provided by the Act.

SIGNED, SEALED AND DELIVERED

in the presence of

.....

.....

Obligor.....

.....

O. Reg. 599/76, s. 7, *part*; O. Reg. 750/76, s. 5 (2).

# REGULATION 939

under the Unified Family Court Act

## RULES OF PRACTICE AND PROCEDURE

### PART I

### GENERAL

**1.** In these rules,

(*a*) "clerk" means the clerk of the Court;

(*b*) "file" means file in the office of the clerk;

(*c*) "party" means a party to a proceeding and includes a person who is entitled to notice of a proceeding, but does not include a foster parent;

(*d*) "prescribed" means prescribed by these rules;

(*e*) "proceeding" means a proceeding in the Court. O. Reg. 387/79, r. 1.

**2.** These rules apply to all civil proceedings in the Court. O. Reg. 387/79, r. 2.

**3.** Except as otherwise expressly provided in these rules, where there is a conflict between a provision of these rules and a provision of the *Child Welfare Act*, the provision of the *Child Welfare Act* prevails. O. Reg. 387/79, r. 3.

**4.** These rules shall be construed liberally so as to secure an inexpensive and expeditious conclusion of every proceeding consistent with a just determination of the proceeding. O. Reg. 387/79, r. 4.

**5.** In any matter not provided for by these rules, the practice of the Court shall be regulated by analogy to these rules and to the Act governing the proceeding and a motion may be made to the Court for directions. O. Reg. 387/79, r. 5.

**6.** Where a party fails to comply with these rules, the Court, upon such terms as the Court considers proper, may grant such relief from the noncompliance as the Court considers necessary to secure the just determination of the matter in dispute. O. Reg. 387/79, r. 6.

**7.** Where these rules or an order of the Court prescribes a period of time for the taking of a step in a proceeding, the time shall be counted by excluding the first day and including the last day of the period, and where the last day of the period falls on a Saturday or a holiday, the period shall be deemed to end on the day next following that is not a Saturday or a holiday. O. Reg. 387/79, r. 7.

**8.** The Court, at any time, may lengthen or shorten a period of time prescribed by these rules or by an order of the Court, upon such terms as the Court considers proper in the circumstances. O. Reg. 387/79, r. 8.

**9.** The Court may order that any person whose presence as a party is necessary to determine the matters in issue shall be added as a party. O. Reg. 387/79, r. 9.

**10.**—(1) A proceeding shall be commenced by filing an application in the prescribed form.

(2) A proceeding for the discharge, variation or suspension of an order or for a finding of contempt of court may be commenced by serving and filing a notice of motion or by filing an application in the prescribed form. O. Reg. 387/79, r. 10.

**11.** Upon the commencement of a proceeding, the clerk shall set a day for hearing, issue a notice of hearing in the prescribed form and seal the notice of hearing and the application with the seal of the Court. O. Reg. 387/79, r. 11.

**12.**—(1) Service of an application, other than an application for the annulment of a marriage, and service of an answer on a party added under rule 44 may be made in or out of Ontario by leaving a copy with the person to be served or, where more than one attempt to do so has been unsuccessful, by,

(*a*) leaving a copy with a person apparently of the age of sixteen years or over at the place where the person to be served is residing; and

(*b*) sending a copy forthwith thereafter by prepaid ordinary mail addressed to the person to be served at the place where he is residing.

(2) Service of an application for annulment of a marriage or of a notice of motion to issue a warrant for arrest or to find a person in contempt of court may be made in or out of Ontario by leaving a copy with the person to be served. O. Reg. 387/79, r. 12 (1, 2).

(3) Service of a document in a proceeding other than a document referred to in subrule (1), (2) or (5) may be made in or out of Ontario,

(*a*) by leaving a copy with the person to be served;

(*b*) by leaving a copy with a person apparently of the age of sixteen years or over at the place where the person to be served is residing;

(*c*) by leaving a copy at the address for service shown on the latest document filed by the person to be served in the same or any other proceeding in the Court;

(*d*) by sending a copy by prepaid ordinary mail addressed to the person to be served at his address for service shown on the latest document filed by him in the same or any other proceeding in the Court;

(*e*) by delivering or sending by prepaid ordinary mail a copy of the document to the solicitor acting in the proceeding for the person to be served; or

(*f*) where the document is a report, by sending a copy by prepaid ordinary mail addressed to the person to be served at his last known address. O. Reg. 387/79, r. 12 (3); O. Reg. 998/80, s. 1.

(4) In addition to the methods set out in subrules (1), (2) and (3), service of a document in a proceeding under the *Child Welfare Act* on a Director or foster parent within the meaning of that Act or a children's aid society may be made by sending a copy of the document by prepaid ordinary mail addressed to the person to be served at his place of business or, in the case of a foster parent, at his residence.

(5) Service of an order made on notice may be made, unless the Court orders otherwise, by sending a copy of the order by prepaid ordinary mail addressed to the person to be served at his address for service shown on the latest document filed by him in the proceeding.

(6) Service on a party of an application or an answer referred to in subrule (1) is not required where a solicitor accepts service and undertakes to act on behalf of the party.

(7) Where service of a document on a corporation is to be made by leaving a copy of the document with the corporation, the copy of the document may be left with an officer, director or agent of the corporation.

(8) Where a copy of a document has been sent by prepaid ordinary mail the document, unless the contrary is shown, shall be deemed to have been served on the fourth day following the day on which it was sent.

(9) Notwithstanding that a document in a proceeding has been served in accordance with subrule (1), (3), (4), (5) or (6), the Court at any time may order that the document be served by leaving a copy of the document with the person to be served.

(10) Proof of service or of efforts to make service may be given by affidavit.

(11) Where a document is served by leaving a copy with the person to be served, the person serving the document shall request the person to be served to produce identification and to complete and sign an acknowledgment of service in Form 1 and the affidavit of service shall state the response of the person to be served to these requests.

(12) The provisions of subrules (1) to (11) prevail over the provisions of the *Child Welfare Act*. O. Reg. 389/79, r. 12 (4-12).

**13.**—(1) Where on motion without notice the Court is satisfied that reasonable efforts have been made, without success, to serve a document or that such reasonable efforts would not be successful, the Court may order substituted service of the document in such manner as the Court directs or may dispense with service upon such terms as the Court considers proper in the circumstances. O. Reg. 387/79, r. 13 (1).

(2) Subrule (1) prevails over the provisions of section 93 of the *Child Welfare Act*. O. Reg. 998/80, s. 2.

(3) Where the Court orders service by advertisement, the advertisement shall be in Form 2. O. Reg. 387/79, r. 13 (2).

**14.** A motion within a proceeding shall be commenced by serving and filing a notice of motion in the prescribed form and, where practicable, the evidence in support of the motion. O. Reg. 387/79, r. 14.

**15.** Where the Court is satisfied that the circumstances of the case are urgent and that the delay necessary to serve notice of a motion or the serving of notice of a motion might have serious consequences, the Court may make without notice an order on motion. O. Reg. 387/79, r. 15.

**16.** Evidence on a motion may be given,

(*a*) by affidavit;

(*b*) in the form of a transcript of the examination of a party or a witness; or

(*c*) with the permission of the Court, orally. O. Reg. 387/79, r. 16.

**17.**—(1) Where two or more issues are joined in one proceeding and the Court is of the opinion that the issues cannot conveniently be disposed of in one proceeding, the Court may order that one or more of the issues be disposed of in a separate proceeding.

(2) Where the Court is of the opinion that two or more proceedings could be more conveniently disposed of in one proceeding, the Court may order that the proceedings be consolidated. O. Reg. 387/79, r. 17.

**18.**—(1) On motion, the Court may order a party to disclose the material facts on which the party relies in respect of an issue in the proceeding by one or more of the following means:

1. An affidavit providing details of the material facts.

2. An affidavit answering specific questions stated in the order.

3. An affidavit answering questions submitted in writing by a party.

4. Submission to oral examination under oath.

5. An affidavit specifying relevant documents.

6. The production of relevant documents.

7. Any other means specified in the order.

(2) In an order under subrule (1), the Court may impose such terms and give such directions as the Court considers proper in the circumstances.

(3) A party may use in evidence at a hearing any part of the affidavit or examination under oath of an opposite party provided in accordance with an order under subrule (1) and, where the Court is of the opinion that the part ought not to be used except with another part of the affidavit or examination, the Court may direct that the other part be put in evidence. O. Reg. 387/79, r. 18.

**19.** The parties shall hold such informal discussions as are reasonably possible for the purpose of resolving or narrowing the issues in dispute as soon as reasonably possible after the commencement of the proceeding. O. Reg. 387/79, r. 19.

**20.** As soon as reasonably possible after the commencement of a proceeding, the presiding judge shall enquire whether or not attempts have been made to resolve or narrow the issues in dispute, which issues have been resolved or narrowed and whether settlement by the parties of the issues remaining in dispute is likely. O. Reg. 387/79, r. 20.

**21.**—(1) For the purpose of resolving or narrowing the issues or of settling the procedures at a hearing, the Court, at any stage in the proceeding, with the consent of the parties, may convene one or more meetings of the parties before a Judge of the Court or a person designated by the Court.

(2) The person before whom a meeting under subrule (1) is convened shall present a memorandum of the matters agreed upon by the parties at the meeting to the parties for their approval and shall file the memorandum.

(3) A Judge before whom a meeting under subrule (1) is convened shall not preside at the hearing without the consent of the parties. O. Reg. 387/79, r. 21.

**22.** Subject to rule 75, and with the consent of the parties, the Court may make any order authorized by these rules or the Act governing the proceeding without a hearing. O. Reg. 387/79, r. 22.

**23.**—(1) On request of a party, the clerk shall issue a summons to a witness in the prescribed form.

(2) Subrule (1) applies in addition to the provisions of subsection 28 (2) of the *Child Welfare Act*, governing the issue of a summons to a witness.

(3) A summons to a witness shall be served on the witness together with the witness fee prescribed in the Tariff. O. Reg. 387/79, r. 23.

**24.** Where the Court is satisfied that a summons to a witness and the prescribed witness fee were served on a witness who failed to attend or to remain as required by the summons and that the presence of the witness is necessary for the determination of an issue in a proceeding, the Court may issue a warrant in Form 3 for the arrest of the witness and may cause him to be brought before the Court to be held in custody until the hearing in the proceeding or to be released on such terms as are contained in the warrant or as the Court considers proper. O. Reg. 387/79, r. 24.

**25.** The Court may order that a witness who is incapable of attending or is otherwise not available to attend a hearing be examined under oath before a person named in the order at a place named in the order and may receive the transcript of the examination in evidence. O. Reg. 387/79, r. 25.

**26.**—(1) On request of a party or by direction of the Court, an order of the Court shall be issued in the prescribed form by the clerk under the seal of the Court.

(2) An order may be signed by the Judge who made it or by the clerk. O. Reg. 387/79, r. 26.

**27.**—(1) Where the Court directs a reference, the Court shall give such directions for the conduct of the reference as the Court considers necessary.

(2) The officer of the Court to whom a reference is directed shall convene a hearing of the reference, may cause witnesses to be summoned and examined under oath and may determine what documents are to be produced on the hearing of the reference.

(3) The officer of the Court who conducts a reference shall make and file a report on the reference and the report shall be served on the parties.

(4) On motion by a party, the Court by order may confirm or may vary and confirm the report.

(5) Where no motion is made under subrule (4) within fifteen days after the report is filed, the clerk may present the report to the Court for confirmation.

(6) Where a report is presented to the Court under subrule (5), the Court may confirm the report or may require the parties to appear and make submissions in respect of the report.

(7) Where submissions are made by the parties as mentioned in subrule (6), the Court may confirm the report, may vary and confirm the report or may refer the matter back to the officer of the Court who conducted the reference with such directions as the Court considers proper. O. Reg. 387/79, r. 27.

**28.** The solicitors' fees and other fees and disbursements set out or provided for in the Tariff may be allowed as costs in a proceeding. O. Reg. 998/80, s. 3.

**29.** The Court may order payment of a fixed amount for costs in place of costs determined in accordance with the Tariff. O. Reg. 387/79, r. 28.

**30.**—(1) Where costs are ordered to be paid and are not fixed by the Court, the amount of the costs shall be determined in accordance with the Tariff by the clerk, and the clerk shall issue his certificate setting out the amount of the costs determined by him. O. Reg. 387/79, r. 30.

(2) On the request of a party, the clerk shall withhold his certificate for not more than ten days to allow the party to file and serve on every other party written objections to the determination by the clerk as to any item of costs.

(3) Where a party has filed and served written objections under subrule (2), the clerk shall consider the objections and the submissions of the parties and shall reconsider his determination as to the items in respect of which objections have been filed and, if requested, shall give written reasons for his decision. O. Reg. 998/80, s. 4.

**31.** Where written objections have been filed and served under rule 30, a party may appeal the determination of costs by motion and the Court shall determine the costs by order. O. Reg. 998/80, s. 5.

**32.**—(1) A party acting by a solicitor may change his solicitor or may act in person by filing a notice of change of solicitor containing the consent of the new solicitor to act.

(2) A party acting in person may appoint a solicitor by filing a notice of appointment containing the consent of the solicitor to act.

(3) A notice filed under subrule (1) or (2) shall be served on every other party. O. Reg. 387/79, r. 32.

## PART II

### MATRIMONIAL PROCEEDINGS

**33.** This Part applies to all civil proceedings in the Court other than proceedings under the *Child Welfare Act*. O. Reg. 387/79, r. 33.

**34.** The parties, at any time by consent in writing without an order, may lengthen or shorten a period of time prescribed by these rules or by an order of the Court for the taking of a step in a proceeding. O. Reg. 387/79, r. 34.

**35.** Where the Court is satisfied that the interests of a minor or a person who may be of unsound mind are involved in a proceeding, the Court may give such directions for the representation of the minor or person as the Court considers proper. O. Reg. 387/79, r. 35.

**36.** Where custody of or access to a child is in issue in a proceeding, each parent, guardian and person having care and control of the child shall be made a party unless the Court orders otherwise. O. Reg. 387/79, r. 36.

**37.**—(1) Where a party dies after the commencement of a proceeding, the Court on motion without notice by order may substitute the legal representative of the deceased party as a party in place of the deceased party.

(2) Where it appears to the Court that there is no legal representative of the deceased party, the Court by order on motion without notice to any person other than the person to be appointed may appoint a person to act as the representative of the deceased party in the proceeding. O. Reg. 387/79, r. 37.

**38.**—(1) An application shall be in Form 4.

(2) an application may contain a claim against more than one respondent and may contain more than one claim against a respondent.

(3) Where the applicant claims financial support or claims custody of a child, the applicant shall file a financial statement in Form 5, with the application.

(4) Where the applicant claims financial support or a division of family assets, the applicant shall file a statement of property in Form 6, with the application. O. Reg. 387/79, r. 38.

**39.**—(1) A notice of hearing shall be in Form 7.

(2) The application, the notice of hearing, the financial statement and the statement of property shall be served together,

(*a*) on every party other than the applicant; and

(*b*) where the applicant is an assignee under subsection 19 (4) of the *Family Law Reform Act*, on the assignor.

(3) An affidavit of service shall be in Form 8. O. Reg. 387/79, r. 39.

**40.**—(1) An application shall be served not later than,

(*a*) where the application is served in Ontario, twenty days before the day set for hearing;

(*b*) where the application is served in Canada out of Ontario or in the United States of America, twenty-five days before the day set for hearing; or

(*c*) where the application is served out of Canada and out of the United States of America, thirty days before the day set for hearing.

(2) Where an application is not served within the time prescribed by subrule (1), upon the request of the applicant the clerk shall set a new day for hearing, issue a new notice of hearing and seal the notice of hearing with the seal of the Court, but thereafter a new day for

hearing shall be set only by the Court. O. Reg. 387/79, r. 40.

**41.**—(1) An applicant may amend his application once without order of the Court, but not so as to add or to require the adding of a party.

(2) An application amended under subrule (1) shall be filed not later than five days after service of the answer on the applicant and shall be served on every party other than the applicant. O. Reg. 387/79, r. 41.

**42.**—(1) A respondent shall file an answer in Form 9,

(*a*) where the application is served on the respondent in Ontario, within fifteen days after the service of the application;

(*b*) where the application is served on the respondent in Canada out of Ontario or in the United States of America, within twenty days after the service of the application; or

(*c*) where the application is served on the respondent out of Canada and out of the United States of America, within twenty-five days after the service of the application,

and the answer shall be served on every other party.

(2) Where an amended application is filed and served, a respondent may amend his answer once without order of the Court and the amended answer shall be filed not later than five days after service of the amended application on the respondent, and the amended answer shall be served on every other party.

(3) Where the applicant or the respondent claims financial support or custody of a child, the respondent shall file a financial statement in Form 5 with the answer, and the financial statement shall be served with the answer.

(4) Where the applicant or the respondent claims financial support or a division of family assets, the respondent shall file a statement of property in Form 6 with the answer, and the statement of property shall be served with the answer.

(5) Where a respondent does not file an answer within the time prescribed by subrule (1), the clerk may set a new day for hearing without notice to the respondent and the respondent is not entitled to notice of any further steps in the proceeding unless the Court orders otherwise. O. Reg. 387/79, r. 42.

**43.** An answer may contain a claim against any other party and against any other person. O. Reg. 387/79, r. 43.

**44.** Where an answer is filed that contains a claim against a person not a party, the clerk shall issue under the seal of the Court a notice of claim by respondent in Form 10 adding the person as a party. O. Reg. 387/79, r. 44.

**45.** The notice of claim by respondent, the answer and the application shall be served together on the party added under rule 44. O. Reg. 387/79, r. 45.

**46.**—(1) A party added under rule 44 shall file a reply in Form 11 on or before the tenth day after service of the notice of claim by respondent, and the reply shall be served on every other party.

(2) Where the respondent claims financial support or custody of a child against a party added under rule 44 the added party shall file a financial statement in Form 5 with his reply, and the financial statement shall be served with the reply.

(3) Where the respondent claims financial support or a division of family assets against a party added under rule 44, the added party shall file a statement of property in Form 6 with his reply, and the statement of property shall be served with the reply. O. Reg. 387/79, r. 46.

**47.**—(1) An applicant may file a reply in Form 12 on or before the fifth day after service of the answer, and the reply shall be served on every other party.

(2) Where an amended answer is filed and served, an applicant may amend his reply once without order of the Court and the amended reply shall be filed not later than five days after service of the amended answer on the applicant, and the amended reply shall be served on every other party.

(3) Where the respondent claims financial support or custody of a child against an applicant who has not filed a financial statement in Form 5, the applicant shall file a financial statement in Form 5 with the reply, and the financial statement shall be served with the reply.

(4) Where the respondent claims financial support or a division of family assets against an applicant who has not filed a statement of property in Form 6, the applicant shall file a statement of property in Form 6 with the reply, and the statement of property shall be served with the reply. O. Reg. 387/79, r. 47.

**48.**—(1) A party may file in a sealed envelope an offer to settle a proceeding on the terms set out in the offer, and the offer shall be served on the party to whom the offer is made.

(2) The offer may be accepted at any time before the Court makes an order disposing of an issue in respect of which the offer is made by filing and serving an acceptance on the party who made the offer.

(3) The offer may be withdrawn at any time before the offer is accepted by filing and serving a notice of withdrawal on the party to whom the offer was made.

(4) Where an offer is accepted, the Court may incorporate the offer into an order.

(5) Where an offer is made and not accepted, the Court shall examine and take into account the terms of the offer only for the purpose of determining costs. O. Reg. 387/79, r. 48.

**49.**—(1) A notice of motion shall be in Form 13.

(2) An affidavit in support of a motion shall be in Form 14.

(3) A summons to a witness shall be in Form 15.

(4) An order, other than an order on motion without notice, shall be in Form 16. O. Reg. 387/79, r. 49.

**50.**—(1) Where the Court makes an order on motion without notice, the clerk shall issue the order under the seal of the Court in Form 15.

(2) An order referred to in subrule (1) and any material filed on the motion for the order shall be served together within such period of time as the Court directs on every party other than the party who made the motion.

(3) The Court may make an order dispensing with any provision of subrules (1) and (2).

(4) On motion made by a person named in an order referred to in subrule (1), the Court may vary or discharge the order. O. Reg. 998/80, s. 6.

**51.**—(1) Where, in an application or answer, a party claims an interest in or right to possession of land, the Court on motion without notice may issue a certificate of court proceeding in Form 18.

(2) The affidavit commencing a motion under subrule (1) shall contain a description of the land sufficient for registration and the municipal address of the land. O. Reg. 387/79, r. 51.

**52.** Before the hearing in a proceeding, the applicant shall prepare and file a record containing the application, the answer, the reply, the notice of claim by respondent, the reply to the claim by respondent, the financial statements, the statements of property, and any order or direction in the proceeding. O. Reg. 387/79, r. 52.

**53.** The Court may order a person or agency, with the consent of the person or agency, to make an investigation related to a proceeding in which support or custody of or access to a child is in issue, may order a party or parties to pay the costs of the investigation and may receive evidence resulting from the investigation. O. Reg. 387/79, r. 53.

**54.** The person or agency making an investigation under rule 53 shall file a report of the investigation and the report shall be served on all parties before the hearing. O. Reg. 387/79, r. 54.

**55.** A party may summon as a witness and cross-examine a person who made an investigation under rule 53 and may give evidence in reply. O. Reg. 387/79, r. 55.

**56.** Evidence at the hearing in a proceeding may be given by affidavit with the permission of the Court, but the affidavit shall be confined to facts within the personal knowledge of the person making the affidavit. O. Reg. 387/79, r. 56.

**57.**—(1) Where the court makes a provisional order for the confirmation by another court, the clerk shall send to the confirming court or, where the confirming court is outside Ontario, to the Attorney General for transmission to the confirming court, under the certificate of the clerk in Form 19, three copies of each of the following:

1. The application.
2. The applicant's financial statement.
3. The transcript of the applicant's evidence and, where reasonably possible, the exhibits.
4. The provisional order.
5. A statement of information to identify the respondent, where the confirming court is outside Ontario.

(2) Where the Court receives for confirmation a provisional order made by an originating court in a reciprocating state within the meaning of the *Reciprocal Enforcement of Maintenance Orders Act*, the applicant is not required to file a financial statement.

(3) Where the Court receives a provisional order for confirmation, the respondent shall be served with,

(*a*) a notice of confirmation hearing in Form 20; and

(*b*) the material in the proceeding sent by the originating court.

(4) Where the Court receives from a confirming court a request for further evidence, every party other than the respondent shall be served with,

(*a*) a notice of hearing for further evidence in Form 21; and

(*b*) the material in the proceeding sent by the confirming court.

(5) Where, before confirming a provisional order, the Court has requested and received further evidence from the originating court, the respondent shall be served with,

(*a*) a notice of resumption of hearing in Form 22; and

(*b*) the further evidence in the proceeding sent by the originating court.

(6) Where the Court,

(*a*) has confirmed a provisional order;

(*b*) has declined to confirm a provisional order;

(*c*) has remitted the case to the originating court for the taking of further evidence; or

(*d*) has rescinded or varied a confirmed order,

the clerk shall send to the originating court under the certificate of the clerk in Form 19 three copies of,

(*e*) the Court's reasons for the decision;

(*f*) the order; and

(*g*) where the case is remitted under clause (*c*), the transcript of the applicant's evidence and, where reasonably possible, the exhibits. O. Reg. 387/79, r. 57.

**58.** Where a request is made to the Court to discharge, vary or suspend an order for financial support or for custody of a child, the applicant and the respondent shall each file a financial statement in Form 5 and the financial statement of each of them shall be served on every other party. O. Reg. 387/79, r. 58.

## PART III

### PROTECTION AND ADOPTION PROCEEDINGS

**59.** In this Part,

(*a*) "Act" means the *Child Welfare Act*;

(*b*) "Director" means an employee of the Ministry of Community and Social Services appointed as a Director under the Act. O. Reg. 387/79, r. 59.

**60.** This Part applies to proceedings under the Act. O. Reg. 387/79, r. 60.

**61.** Where the Court is satisfied that the interests of a person of unsound mind are involved in a proceeding, the Court may give such directions for the representation of the person of unsound mind as the Court considers proper. O. Reg. 998/80, s. 7, *part*.

**62.**—(1) An application shall be in Form 23.

(2) A notice of hearing shall be in Form 24.

(3) A notice of motion shall be in Form 25.

(4) An affidavit in support of a motion shall be in Form 26. O. Reg. 998/80, s. 7, *part*.

**63.**—(1) An affidavit of service shall be in Form 27.

(2) A summons to a witness shall be in Form 28. O. Reg. 387/79, r. 63.

**64.** Where a party makes a request for an order under the following provisions of the Act, the request shall be made by motion:

1. Subsection 19 (3) (transfer to another court).
2. Clause 21 (1) (*b*) (order to produce a child).
3. Subsection 28 (7), subsection 32 (7), subsection 37 (4) and subsection 38 (4) (order concerning notice to a child).
4. Subsection 29 (1) (order for assessment).
5. Subsection 29 (3) (order concerning disclosure of an assessment to a child).
6. Section 33 or section 57 (order concerning who may be present at a hearing).
7. Subsection 35 (1) (order for access), where an application under Part II of the Act has been filed and has not been disposed of.
8. Subsection 44 (6) (order for placement in home of different religion).
9. Subsection 50 (1) (order for production of records).
10. Subsections 60 (6) or (7) or subsection 74 (5) (order dispensing with consent).
11. Subsection 69 (9) (order permitting withdrawal of consent).
12. Any other provision where the order requested is ancillary to the determination of the main issue in the proceeding. O. Reg. 387/79, r. 64.

**65.** In an adoption proceeding,

(*a*) the child to be adopted may be identified in any document in the proceeding by his given names in full followed by the first letter of his surname and his birth registration number; and

(*b*) the applicant may be identified in any document in the proceeding, other than the adoption order, by the first letter of his surname. O. Reg. 998/80, s. 8.

**66.** An application for an adoption shall be filed with the court together with,

(*a*) a certified copy of the statement of live birth of the child to be adopted;

(*b*) where the child is a Crown ward,

(i) the consent of a Director in Form 29,

(ii) a certified copy of any order under Part II of the Act terminating access to the child, and

(iii) a certified copy of the order of Crown wardship;

(c) where the child is not a Crown ward and is placed for adoption by an adoption agency or a licensee under subsection 60 (5) of the Act,

(i) evidence that the adoption agency or licensee is an agency or licensee entitled to place the child for adoption under the Act,

(ii) a certified copy of any outstanding order made under any other Act respecting custody of or access to the child of which the person placing the child for adoption has knowledge,

(iii) the consent in Form 30 of every person not an applicant who is a parent of the child within the meaning of the Act or who has lawful custody or control of the child and of whom the person placing the child for adoption has knowledge, and

(iv) an affidavit of an officer or employee of the adoption agency or an affidavit of the person licensed under subsection 60 (5) of the Act stating,

(A) that he has made reasonable inquiries as to the matters deposed to,

(B) that he has no knowledge of any outstanding order, or stating the particulars of any outstanding order of which he has knowledge, respecting custody of or access to the child,

(C) that he has no knowledge of any person who is a parent of the child within the meaning of the Act or stating the particulars of any such other person of whom he has knowledge,

(D) that he has no knowledge of any other person who has lawful custody or control of the child or stating the particulars of any such other person of whom he has knowledge, and

(E) that he has no knowledge of any other adoption application in respect of the child or stating the particulars of any such other application of which he has knowledge;

(d) where the child is not a Crown ward and is not placed for adoption by an adoption agency or a licensee,

(i) a certified copy of any outstanding order made under any other Act respecting custody of or access to the child of which any applicant has knowledge,

(ii) the consent in Form 30 of every person not an applicant who is a parent within the meaning of the Act or who has lawful custody or control of the child and of whom any applicant has knowledge, and

(iii) an affidavit of each applicant stating,

(A) that the applicant has made reasonable inquiries as to the matters deposed to,

(B) that the applicant has no knowledge of any outstanding order, or stating the particulars of any outstanding order of which the applicant has knowledge, respecting custody of or access to the child,

(C) that the applicant has no knowledge of any other person who is a parent of the child within the meaning of the Act or stating the particulars of any such other person of whom the applicant has knowledge,

(D) that the applicant has no knowledge of any other person who has lawful custody or control of the child or stating the particulars of any such other person of whom the applicant has knowledge, and

(E) that the applicant has not made any other adoption application in respect of the child or stating the particulars of any such other adoption application;

(e) where the child is seven years of age or over, the consent of the child in Form 31;

(f) where the child is married, the consent of the child's spouse;

(g) where the child is under eighteen years of age and has not been married and a report on the adjustment of the child in the home of the applicant is required, the report;

(h) where the applicant is married and,

(i) the spouse of the applicant has joined in the application, the marriage certificate or other evidence of the marriage of the applicants, or

(ii) the spouse of the applicant has not joined in the application, the marriage certificate or other evidence of the marriage of the applicant and the consent of the spouse of the applicant in Form 30; and

(*i*) where applicable, the recommendation in Form 32 by a Director or in Form 33 by the local director of the children's aid society, as the case may be. O. Reg. 387/79, r. 66; O. Reg. 998/80, s. 9.

**67.**—(1) A consent to adoption by a child, a parent or a person with lawful custody or control of a child must be witnessed by an employee of a children's aid society authorized by the society for the purpose.

(2) Where a parent or a person with lawful custody or control of the child is under eighteen years of age, the consent must be accompanied by the report of the Official Guardian in Form 34 stating that the Official Guardian is satisfied that the consent reflects the true informed wishes of the person giving the consent. O. Reg. 387/79, r. 67.

**68.** In a proceeding other than an adoption proceeding, the application and the notice of hearing shall be served on every party other than the applicant and on a foster parent who is entitled under the Act to notice of the hearing. O. Reg. 387/79, r. 68 (2).

**69.** A warrant to search for and detain a child shall be in Form 35. O. Reg. 387/79, r. 69.

**70.** Notwithstanding rules 10 and 11, in an application for an order finding a child to be a child in need of protection, the application and notice of hearing may be served without being issued by the clerk under the seal of the Court but must be filed at or before the hearing required by subsection 27 (1) of the Act. O. Reg. 387/79, r. 70.

**71.** Where an application has not been served before the day set for hearing, on the request of the applicant the clerk shall set a new day for hearing and issue a new notice of hearing under the seal of the Court. O. Reg. 387/79, r. 71.

**72.**—(1) Notice of a motion to transfer a proceeding under Part II of the Act to another court shall be served on the children's aid society in the jurisdiction of the other court.

(2) A motion under clause 21 (1) (*b*) of the Act (order to produce a child) shall be without notice. O. Reg. 387/79, r. 72.

**73.**—(1) A motion in respect of an intended proceeding may be commenced before the commencement of the proceeding.

(2) Upon motion, the Court may make an order in respect of an intended proceeding before the commencement of the proceeding if it appears to the Court to be appropriate. O. Reg. 998/80, s. 11.

**74.** At the commencement of a hearing under Part II of the Act, the Court shall indicate whom the Court intends to permit to attend the hearing and shall inform those persons of the prohibitions against disclosure of information set out in subsection 57 (7) of the Act. O. Reg. 387/79, r. 73.

**75.** The Court shall not make an order on consent of the parties under subsection 30 (1) of the Act (supervision or wardship order) unless the parties agree on the facts on which the order is based and a hearing is held. O. Reg. 387/79, r. 74.

**76.** Where the report of an assessment ordered under section 29 of the Act is filed, a party may summon as a witness and cross-examine the person who made the assessment and may give evidence in reply. O. Reg. 387/79, r. 75.

**77.**—(1) Where the Court makes an order on motion without notice, the clerk shall issue the order under the seal of the Court in Form 36.

(2) An order referred to in subrule (1) and any material filed on the motion for the order shall be served together within such period of time as the Court directs on every party other than the party who made the motion.

(3) The Court may make an order dispensing with any provision of subrules (1) and (2).

(4) On motion made by a person named in an order referred to in subrule (1), the Court may vary or discharge the order. O. Reg. 998/80, s. 12.

**78.**—(1) An order other than an order on motion without notice shall be in Form 37.

(2) An order for Crown wardship shall be served on the parties and a Director.

(3) An order for adoption shall be served on the applicant, a Director and, where the child is entitled to be heard in the proceeding, the child. O. Reg. 387/79, r. 77.

**79.** Within seven days after service on the clerk of a notice of appeal of an order or decision under the Act, the clerk shall send to the Registrar of the Supreme Court,

(*a*) a record of the proceeding consisting of,

(i) an index,

(ii) the notice of appeal,

(iii) the order or decision being appealed and any reasons given by the Court, and

(iv) such other material as is necessary for the hearing of the appeal; and

(*b*) a certificate of the court reporter stating that the appellant has ordered the transcript of the oral evidence taken in the proceeding.

O. Reg. 387/79, r. 78.

PART IV

ENFORCEMENT OF ORDERS

80. A request for the enforcement of an order for the payment of money shall be in Form 38. O. Reg. 387/79, r. 79.

81. Upon the filing of a request for a writ of execution in Form 39, the clerk shall issue a writ of execution in Form 40 directed to a sheriff. O. Reg. 387/79, r. 80.

82. A writ of execution remains in force for six years, but may be renewed by the clerk or, where the writ has been filed with a sheriff, by the sheriff for successive periods of six years on the filing of a request for renewal of the writ. O. Reg. 387/79, r. 81.

83. The Court on motion without notice may renew an expired writ of execution. O. Reg. 387/79, r. 82.

84. Where a sheriff makes a seizure under a writ of execution, he shall publish a notice of sale at least eight days before the sale, specifying the date, time and place of the sale and giving a description of the property. O. Reg. 387/79, r. 83.

85. The sheriff shall make a return of a writ of execution and pay to the clerk on behalf of the creditor any money available for distribution to the creditor. O. Reg. 387/79, r. 84.

86. An order of attachment shall be in Form 41. O. Reg. 387/79, r. 85.

87. Upon the filing of a request for garnishment in Form 39, the clerk shall issue a notice to garnishee in Form 42. O. Reg. 387/79, r. 86.

88. The notice to garnishee shall be served on the debtor and the garnishee. O. Reg. 387/79, r. 87.

89. A debtor, a garnishee or a person to whom an order of attachment is directed may file a dispute in Form 43. O. Reg. 387/79, r. 88.

90.—(1) Where,

(*a*) a dispute is filed;

(*b*) a garnishee fails to make payment of the amount unpaid under the order as shown in the notice to garnishee; or

(*c*) a person to whom an order of attachment is directed fails to make payment as required by the order,

on request of a debtor who filed a dispute, or of a creditor, the clerk shall issue under the seal of the Court a notice of garnishment or attachment hearing in Form 44.

(2) The notice of garnishment or attachment hearing shall be served on the creditor, the debtor and the garnishee or person to whom the order of attachment is directed, as the case requires. O. Reg. 387/79, r. 89.

91. Where a notice of garnishment or attachment hearing is served in accordance with rule 90, the Court shall hear and determine the matter in a summary manner. O. Reg. 387/79, r. 90.

92. Where a garnishee does not file a dispute and does not pay to the clerk the full amount unpaid under the order referred to in the notice to garnishee, the Court may order payment by the garnishee of the amount unpaid. O. Reg. 387/79, r. 91.

93. An order of attachment and an order under rule 92 may be enforced by writ of execution against the person liable to pay under the order. O. Reg. 387/79, r. 92.

94. A warrant of committal shall be in Form 45. O. Reg. 387/79, r. 93.

95.—(1) An examination as to assets and means under section 28 of the *Family Law Reform Act* shall be conducted before a person designated by a Judge, and the transcript of the examination may be received in evidence at a hearing held by the Court under that section.

(2) A notice of default issued by a clerk to a debtor under section 28 of the *Family Law Reform Act* shall be in Form 46. O. Reg. 387/79, r. 94.

96.—(1) A recognizance entered into under an order made under section 34 of the *Family Law Reform Act* shall be in Form 47 and shall be entered into before the clerk or such other person as the Court directs.

(2) Where a party is in breach of a condition of the recognizance, the Court, on motion by an opposite party or the Attorney General, may order that a writ of execution be issued to enforce the recognizance. O. Reg. 387/79, r. 95.

97. Where an appeal is taken against an order of the Court, the order may be enforced pending the hearing of the appeal, except where otherwise ordered by the Court or by the appellate court. O. Reg. 387/79, r. 96.

98. The seal of the Court shall be in Form 48. O. Reg. 387/79, r. 97.

## TARIFF

### PART I

### SOLICITORS' FEES

| | | |
|---|---|---|
| 1. | Preparation and filing of application, including financial statement and statement of property | $ 40.00 |
| | Subject to increase to $150.00. | |
| 2. | Preparation and filing of answer, including financial statement and statement of property | 35.00 |
| | Subject to increase to $135.00. | |
| 3. | Preparation and filing of reply by applicant, including financial statement and statement of property | 20.00 |
| 4. | Preparation and filing of reply by added party, including financial statement and statement of property | 35.00 |
| | Subject to increase to $135.00. | |
| 5. | Uncontested motion, including preparation of order | 30.00 |
| 6. | Contested motion, including preparation of order | 35.00 |
| | Subject to increase to $100.00, and in cases of exceptional difficulty to a further increase. | |
| 7. | Examination before a hearing, attachment or garnishment hearing or hearing on default in payment under an order | 30.00 |
| | Subject to increase to $100.00, and in cases of exceptional difficulty to a further increase. | |
| 8. | Disclosure under an order under rule 18 other than by examination of a witness | 35.00 |
| | Subject to increase to $100.00, and in cases of exceptional difficulty to a further increase. | |
| 9. | Counsel fee at the hearing in a proceeding, including preparation, correspondence, negotiations for settlement and attendance for pre-hearing or conciliation meetings | 100.00 |
| | Subject to increase. An allowance may be made for the services of junior counsel and of an articled student-at-law. | |
| 10. | Counsel fee on a reference, including preparation and correspondence | 50.00 |
| | Subject to increase. | |
| 11. | Preparation of order after the hearing in a proceeding | 20.00 |
| | Subject to increase to $50.00. | |
| 12. | Writ of execution or renewal of writ of execution | 6.00 |
| 13. | Determination of costs | 15.00 |

Notes:

1. The allowances for solicitors' fees do not include disbursements.

2. The Court or the clerk may allow a lesser amount than the fee set out above.

3. In a determination of a fee as between a solicitor and his client, additional amounts may be allowed.

PART II

DISBURSEMENTS

14. For court or other fees prescribed under the *Administration of Justice Act,* the amounts paid in respect of the proceeding.

15.—(1) For service or attempted service in Ontario of a document that may be personally served, the amount actually paid not exceeding the amount authorized under the *Administration of Justice Act* relating to fees payable to sheriffs.

(2) For service or attempted service outside Ontario of a document that may be personally served, a reasonable amount not exceeding the amount actually paid.

(3) For the cost of service by publication of a document ordered by the Court to be so served, a reasonable amount not exceeding the amount actually paid.

16. Witness fee,

(*a*) for each day of necessary attendance ..... $25.00

(*b*) for travel,

(i) where the witness resides in the City of Hamilton, for travel each way between his residence and the place of hearing ..... .50

(ii) where the witness resides not more than 300 kilometres from the City of Hamilton, for each kilometre of travel each way between his residence and the place of hearing ..... .11

(iii) where the witness resides more than 300 kilometres from the City of Hamilton, for each kilometre of travel each way between his residence and the place of hearing, the minimum return air fare plus 11 cents per kilometre for travel each way from his residence to the airport and from the airport to the place of hearing;

(*c*) where a witness resides other than in the City of Hamilton and is required to remain over night for the hearing,

for each overnight stay ..... 30.00

17. For the preparation of a necessary plan, model or photograph, a reasonable amount.

18.—(1) For a medical report by a legally qualified medical practitioner in general practice, not more than ..... 50.00

Subject to increase.

(2) For a medical report by a legally qualified medical practitioner who is a specialist, not more than ..... 100.00

Subject to increase.

19. For an investigation and report by the Official Guardian, the amount charged by the Official Guardian.

20. For an expert witness who appears and gives opinion evidence, not exceeding for each day 150.00

Subject to increase.

21. For an interpreter for each day at a hearing or examination, not exceeding ..... 40.00

22. For a certified copy of a document that is made an exhibit, the cost of the certified copy.

23. For transcripts and reasons, the cost of copies of necessary transcripts of proceedings and reasons for decisions.

24. For special examiners, the fees payable under the rules of practice of the Supreme Court.

25. For a certified copy of an order, including the cost of registration, where necessary to implement the order, the cost of the certified copy and of the registration.

26. For any service related to a proceeding where no other provision is made in this Part, an amount that is reasonable with regard to the proceeding and the service and does not exceed the amount paid for the service.

O. Reg. 387/79, Tariff; O. Reg. 998/80, s. 13.

Ontario

# Unified Family Court
## Judicial District of Hamilton-Wentworth

## Acknowledgement of Service

**Form 1**
Unified Family Court Act

Court file no.

I, _____ (name) am a person named as ☐ an applicant ☐ a respondent in the documents indicated below.

I, _____ (name)

My address for service of further documents is : *(street & number, municipality, postal code)*

_____

_____

I have received a copy today of the documents checked and indicated below by my initials.

- ☐ Petition for Divorce
- ☐ Notice of Petition
- ☐ Application
- ☐ Notice of Court Hearing
- ☐ Financial Statement
- ☐ Statement of Property
- ☐ Financial Statement in Blank Form
- ☐ Statement of Property in Blank Form
- ☐ Answer
- ☐ Answer in Blank Form
- ☐ Notice of Claim by Respondent
- ☐ Reply by Added Party
- ☐ Reply by Applicant
- ☐ Order on Motion Without Notice
- ☐ Affidavit to Commence Motion
- ☐ Notice of Motion
- ☐ Certificate of Court Proceeding
- ☐ Summons to a Witness
- ☐ Answer and Petition
- ☐ Decree Nisi
- ☐ Official Guardian's Report
- ☐ Other (*specify*)

| _____ | _____ | _____ |
|---|---|---|
| *Signature of person serving documents* | *Date* | *Signature* |
| _____ | _____ | _____ |
| *Signature of person serving documents* | *Date* | *Signature* |

UF 001

O. Reg. 387/79, Form 1.

**Form 2**

*Unified Family Court Act*

ADVERTISEMENT

**Unified Family Court**
**Judicial District of Hamilton-Wentworth**

NOTICE TO _____
(full name)

_____ has filed an application with this Court asking for an order against you for _____
(list claims as set out in application)

You may obtain a copy of the application from the Court office at 100 James Street South, Hamilton, Ontario L8P 2Z3. The Court will hold a hearing at the above address on _____
(date)

_____ or as soon thereafter as the case can be heard. If you dispute the claims made against you, you must file an answer with the Court at the above address withing _____. If you fail to appear at the hearing, an order may be made in your absence and enforced against you.
(time) (time period)

_____
(name and address of party or solicitor publishing notice)

NOTE: Where an answer or other document is served by publication of an advertisement, the form should be modified to suit the case.

O. Reg. 387/79, Form 2.

Ontario

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Warrant for Arrest

**Form 3**
Unified Family
Court Act

Court file no.

**To the Peace Officers of the**

_____ of _____
*City, Town, etc.* *Name*

**Whereas** I am satisfied that a Summons to a Witness and the prescribed witness fee were served on the witness *(name of witness)*

requiring the witness to appear and give evidence in this proceeding on *(date)*

at 100 James Street South, Hamilton, Ontario L8P 2Z3;

**And whereas** the witness failed to attend or to remain as required by the Summons;

**And whereas** I am satisfied that the presence of the witness is necessary for the determination of an issue in the proceeding;

**Therefore I command you** to arrest *(name)*

and bring him/her before the court to be dealt with according to law or, if the court is not then sitting or if he/she is found in another county or district and cannot be brought before the court immediately, I command you to take him/her to a provincial correctional institution or other secure facility and to detain him/her there until he/she can be brought before the court.

_____ _____
*Date* *Signature of Judge*

UF 003

O. Reg. 387/79, Form 3.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Application

**Form 4**
Unified Family Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |

1. I ask for an order for:

1a ☐ support for *Birthdate*
1a i ☐ me ◇
1a ii ☐ the following person(s)
*Full name(s)* *Birthdate(s)*

1b ☐ custody of
1b i ☐ the children listed in 1a
1b ii ☐ the following children
*Full name(s)* *Birthdate(s)*

1c ☐ visiting rights to the following child(ren)
*Full name(s)* *Birthdate(s)*

1d ☐ a division of family assets

1e ☐ exclusive possession of the matrimonial home at *(address)*

1f ☐ exclusive possession of contents of the matrimonial home at *(address)*

1g ☐ annulment of my marriage to the respondent, which took place on *(date)*

at *(place)*

1h ☐ court costs

1i ☐ other *(specify)*

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Application - page 2

**Form 4**
Unified Family
Court Act

Court file no.

**2. The person(s) for whose benefit this Application is made is/are:**

| *Full name(s)* | *Relationship to applicant* | *Relationship to respondent* |
|---|---|---|

**3. There has never been any court action for divorce, annulment, alimony, maintenance, support, custody, access, division of property, possession of the matrimonial home or contents, a restraining order or other matrimonial matter between the respondent and me, or between the respondent and any person for whose benefit a claim is made in this Application, except:** *(Give date, name of court, court file no., nature of case. If no other proceedings, state "None").*

**4. The respondent and I have entered into the following written or oral agreement or understanding in respect of the claims made in this Application:** *(Give details. If no agreement or understanding, state "None").*

**5. The grounds for this Application are as follows:** *(Give details of grounds. Attach an additional page if necessary).*

*Date of signature* *Signature*

UF 004 (2 of 2)

Where the applicant claims financial support or claims custody of a child, this form must be accompanied by a Financial Statement in Form 5. Where the applicant claims financial support or a division of family assets, this form must be accompanied by a Statement of Property in Form 6.

O. Reg. 387/79, Form 4.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Financial Statement

**Form 5**
Unified Family Court Act

Court file no.

I, _____ (Name), of _____ (address — street & number, municipality, postal code)

solemnly declare that details of my financial situation are accurately set out below, to the best of my knowledge and belief.

### Monthly Income

| | |
|---|---|
| Gross Pay *before Deductions* | $ |
| Family Allowance | $ |
| Tenants or Boarders | $ |
| Pension | $ |
| Workmen's Compensation | $ |
| Public Assistance | $ |
| Investments | $ |
| Other | $ |
| **Total Income from all sources A** | $ |
| **Less Deductions** Income Tax | $ |
| Union Dues | $ |
| Unemployment Insurance | $ |
| O.H.I.P. | $ |
| Pension Plans | $ |
| Canada Pension | $ |
| Credit Union Loan | $ |
| Savings Plans | $ |
| Other | $ |
| **Total Deductions B** | $ |
| **Net (Take Home) Income A—B** | $ |

### Monthly Expenses

| | | |
|---|---|---|
| **Food** | Groceries and household supplies | $ |
| | Meals outside the home | $ |
| **Clothing** | | $ |
| **Laundry and Dry cleaning** | | $ |
| **Housing** | Rent or Mortgage | $ |
| | Taxes | $ |
| | Home Insurance | $ |
| | Fuel (heat) | $ |
| | Water | $ |
| | Hydro | $ |
| | Phone | $ |
| | Cable T.V. | $ |
| | Repairs and maintenance | $ |
| | Other | $ |
| **Health & Medical** | Insurance, O.H.I.P. | $ |
| | Drugs | $ |
| | Dental care | $ |

| | | |
|---|---|---|
| **Transportation** | Public transit, taxis, etc. | $ |
| | Car operation Gas and oil | $ |
| | Insurance and licence | $ |
| | Maintenance | $ |
| **Life Insurance** | | $ |
| **Education & Recreation** | School fees, books, etc. | $ |
| | Music lessons, hockey, etc. | $ |
| | Newspapers, publications, stationery | $ |
| | Entertainment, recreation | $ |
| | Alcohol, tobacco | $ |
| | Vacation | $ |
| **Personal care** | Hairdresser, barber | $ |
| | Toilet articles (hairspray, soap, etc.) | $ |
| **Babysitting, Day care** | | $ |
| **Children's allowances, Gifts** | | $ |
| **Support payments to other relatives** | | $ |
| **Savings for the future (excluding payroll deductions)** | | $ |
| **Miscellaneous** | | $ |
| **Total** | | $ |

### Assets

| | |
|---|---|
| Real Estate (Market Value) | $ |
| Car (Market Value) Year: Make: | $ |
| Bank Accounts and Cash on hand | $ |
| R.R.S.P. | $ |
| R.H.O.S.P. | $ |
| Furniture, appliances, etc. | $ |
| Stocks and Bonds | $ |
| Money on Loan to others | $ |
| Life Insurance (Cash Value) | $ |
| Other | $ |
| **Total** | $ |

### Debts

| Debts | Amount Outstanding | Monthly Payments |
|---|---|---|
| Bank Loans and Finance Companies | $ | $ |
| | $ | $ |
| Department Stores | $ | $ |
| | $ | $ |
| Credit Cards | $ | $ |
| | $ | $ |
| | $ | $ |
| Other | $ | $ |
| **Total** | $ | $ |

**Name and address of employer**

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____ 19____ . _____
*A Commissioner, etc.*

And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits).*

UF 005

O. Reg. 387/79, Form 5.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Statement of Property

**Form 6**
Unified Family
Court Act

Court file no.

I, _____ , of _____
*Name* *(address – street & number, municipality, postal code)*

_____ ,
solemnly declare that details of all my property are accurately set out below, to the best of my knowledge and belief.

Land (including rented premises)

| *Address of property* | *Kind of property* | *Estimated Net Value* |
|---|---|---|

Household furniture, appliances, jewellery and automobiles

| *Description* | *Estimated Net Value* |
|---|---|

Savings, pensions, R.R.S.P.'s, R.H.O.S.P.'s and cash

| *Item* | *Institution* | *Account Number* | *Maturity* | *Present Amount* |
|---|---|---|---|---|

Stocks, bonds and other securities

| *Number* | *Description* | *Estimated Value* |
|---|---|---|

Insurance

| *Kind* | *Company* | *Policy Number* | *Face Amount* | *Present Cash Value* |
|---|---|---|---|---|

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Statement of Property

Page 2

**Form 6**
Unified Family
Court Act

Court file no.

Other

| *Kind of property* | *Particulars* | *Estimated Value* |
|---|---|---|

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____ 19____

_____
*A Commissioner, etc.*

And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 806 (2 of 2)

O. Reg. 387/79, Form 6.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

## Notice of Hearing

**Form 7**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |

**To the Respondent(s)**

**An application has been made for an order against you in this court. The details are set out in the attached Application.**

The court will hold a hearing at 100 James Street South, Hamilton, Ontario L8P 2Z3
on *(date)*

at *(time)*

or as soon thereafter as the case can be heard.

If you dispute the claims made in the Application, you must file an Answer with the court office at 100 James Street South, Hamilton, Ontario L8P 2Z3,

(a) where this Notice was served on you in Ontario, within 15 days after it was served;
(b) where this Notice was served on you in Canada outside Ontario or in the United States of America, within 20 days after it was served; or
(c) where this Notice was served on you outside Canada and the United States of America, within 25 days after it was served.

If a Financial Statement (Form 5) or a Statement of Property (Form 6) is attached to this Notice, you must file your own Financial Statement or Statement of Property with the court along with your Answer.

**If you fail to file an Answer, the court may set a new hearing date without notice to you and you may not receive notice of any further steps in the proceeding.**
**If you fail to appear at the hearing, an order may be made in your absence and enforced against you.**

*Date* *Clerk of the court*

**Note:** A copy of the Application signed by the applicant should be attached to this Notice. If the Application is missing, you should contact your own lawyer or the court office.

If a Financial Statement (Form 5) or a Statement of Property (Form 6) is attached to this Notice, you should receive a blank copy of the same form for you to fill out and file with the court. If the blank form is missing, you should contact your own lawyer or the court office.

You may obtain an Answer form from your own lawyer or the court office. If you wish assistance in filling out the Answer form, you may contact your own lawyer or the court office.

Documents may be filed with the court by mail.

UF 007

O. Reg. 387/79, Form 7.

Ontario

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Affidavit of Service

**Form 8**
Unified Family Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

I, _____ *Full name*, of the _____ *City, Town, etc.* of _____ *Name*

in the _____ *County, Regional Municipality, etc.* of _____ *Name*, make oath and say:

**On** *(date)*

**I served** *(name of person served)*

**with the following document(s):** *(specify)*

☐ by leaving a copy with him/her at *(address)*

In response to my request to produce identification, the person served *(state what identification produced or give other response of person served.)*

In response to my request to complete and sign an Acknowledgement of Service, the person served ☐ complied with my request
☐ refused to comply with my request
☐ other *(specify)*

☐ by leaving a copy with *(name)*,

a person apparently of the age of 16 years or over, at *(address)*,

and by mailing a copy on *(date)*

to the person to be served at the same address. I previously made unsuccessful attempts at personal service on *(date)*

at *(address)*

and on *(date)*

at *(address)*

☐ by leaving a copy with *(name)*

a person apparently of the age of 16 years or over, at *(address)*

☐ by mailing a copy to him/her at *(address)*

the address for service shown on the document dated *(date)*

filed by him/her in the proceeding bearing court file no.

☐ by leaving a copy at *(address)*

the address for service shown on the document dated *(date)*

filed by him/her in the proceeding bearing court file no.

☐ by mailing a copy to *(name of solicitor)*

the solicitor acting for him/her, at *(address)*

☐ by leaving a copy with *(name)*,

the *(position or title)*

of that corporation, at *(address)*

To effect service it was necessary for me to travel _____ kilometres.

Sworn before me at the _____ of _____
in the _____ of _____
this ____ day of _____ 19 ____.

_____
*A Commissioner, etc.*

_____
*Signature*
*(this form must be signed before a lawyer, Notary Public or Commissioner for Taking Affidavits.)*

UF 008

O. Reg. 387/79, Form 8.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

## Answer

**Form 9**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |
| | |

1. **I do not dispute** the claims made in the following paragraphs of the Application:

☐ paragraph 1, subparagraph(s)_____ ☐ paragraph 2 ☐ paragraph 3 ☐ paragraph 4 ☐ paragraph 5

2. **I dispute** the claims made in the following paragraphs of the Application for the following reasons:
*(Give paragraph no. and grounds for dispute of that paragraph)*

*Date* *Signature*

UF 009

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Answer - page 2a

**Form 9**
Unified Family
Court Act

Court file no.

### Claim by Respondent against Applicant

*Omit this page if you do not wish to make a claim for any of these items.*

**3. I ask for an order against the applicant for:**

3a ☐ support for *Birthdate*
3a i ☐ me
3a ii ☐ the following person(s)
*Full name(s)* *Birthdate(s)*

3b ☐ custody of
3b i ☐ the child(ren) listed in 3a
3b ii ☐ the following child(ren)
*Full name(s)* *Birthdate(s)*

3c ☐ visiting rights to the following child(ren)
*Full name(s)* *Birthdate(s)*

3d ☐ a division of family assets

3e ☐ exclusive possession of the matrimonial home at *(address)*

3f ☐ exclusive possession of contents of the matrimonial home at *(address)*

3g ☐ annulment of my marriage to the respondent, which took place on *(date)*

at *(place)*

3h ☐ court costs

3i ☐ other *(specify)*

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Answer - page 2b

**Form 9**
Unified Family
Court Act

Court file no.

**Claim by Respondent against Added Party**

*Omit this page if you do not wish to make a claim for any of these items.*

4. I ask for an order against
*(Full name)*

*(Street & number, municipality, postal code)*

for:

| 4a ☐ custody of the following child(ren) | | 4b ☐ visiting rights to the following child(ren) | | 4c ☐ support for the following child(ren) | |
|---|---|---|---|---|---|
| *Full name(s)* | *Birthdate(s)* | *Full name(s)* | *Birthdate(s)* | *Full name(s)* | *Birthdate(s)* |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

4d ☐ court costs

4e ☐ other *(specify)*

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

Ontario

## Answer - page 3

**Form 9**
Unified Family
Court Act

Court file no.

*Omit this page if you do not make a claim against the Applicant or an Added Party.*

**5. The person(s) for whose benefit this claim is made is/are:**

| *Full name(s)* | *Relationship to Applicant* | *Relationship to Respondent* |
|---|---|---|

**6. The grounds for this claim are as follows:** *(Give details of grounds for each kind of order asked for. Attach an additional page if necessary.)*

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Answer - page 4

**Form 9**
Unified Family
Court Act

Court file no.

*Omit this page if you do not make a claim against the Applicant or an Added Party.*

7. **There has never been any court action for divorce, annulment, alimony, maintenance, support, custody, access, division of property, possession of the matrimonial home or contents, a restraining order or other matrimonial matters between** *(name of person against whom claim is made)*

**and me, or between any person for whose benefit a claim is made in this Answer and that person, except:** *(Give date, name of court, court file no., nature of case. If no other proceedings, state "None".)*

8. *(Name of person against whom claim is made)*

**and I have entered into the following written or oral agreement or understanding in respect of the claims made in this Answer:** *(Give details. If no agreement or understanding, state "None".)*

*Date* *Signature*

*Where the respondent claims financial support or claims custody of a child, this form must be accompanied by a Financial Statement in Form 5.*
*Where the respondent claims financial support or a division of family assets, this form must be accompanied by a Statement of Property in Form 6.*

UF 009-4

O. Reg. 387/79, Form 9.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

## Notice of Claim by Respondent

**Form 10**
Unified Family
Court Act

Court file no

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(stree & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |
| | |

**To** *(name of Added Party)*

**A claim has been made against you in this court. The details are set out in the attached Answer.**

The court will hold a hearing at 100 James Street South, Hamilton, Ontario L8P 2Z3
on *(date)*

at *(time)*

or as soon thereafter as the case can be heard.

If you dispute the claim made against you in the Answer, you must file a Reply with the court at 100 James Street South, Hamilton, Ontario L8P 2Z3, within ten days after this notice was served on you.

If a Financial Statement (Form 5) or a Statement of Property (Form 6) is attached to this Notice, you must file the same form with the court along with your Reply.

**If you fail to appear at the hearing, an order may be made in your absence and enforced against you.**

*Date* *Clerk of the court*

**Note:** A copy of the Application signed by the applicant and the Answer signed by the respondent should be attached to this Notice. If the Application or Answer is missing, you should contact your lawyer or the court office. If a Financial Statement (Form 5) or a Statement of Property (Form 6) is attached to this Notice, you should receive a blank copy of the same form for you to fill out and file with the court. If the blank form is missing, you should contact your own lawyer or the court office.

You may obtain a reply form from your own lawyer or the court office. If you wish assistance in filling out the Reply form, you may contact your own lawyer or the court office.

Documents may be filed with the court by mail.

UF 010

O. Reg. 387/79, Form 10.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Reply by Added Party

**Form 11**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

**I do not dispute** the claims made in the following paragraphs of the Application:

☐ paragraph 1, subparagraph(s) _____ ☐ paragraph 2 ☐ paragraph 3 ☐ paragraph 4 ☐ paragraph 5

**I do not dispute** the claims made in the following paragraphs of the Answer:

☐ paragraph 4, subparagraph(s) _____ ☐ paragraph 5 ☐ paragraph 6 ☐ paragraph 7 ☐ paragraph 8

**I dispute** the claims made in the following paragraphs of the Application for the following reasons:
*(Give paragraph no. and grounds for dispute of that paragraph)*

**I dispute** the claims made in the following paragraphs of the Answer for the following reasons:
*(Give paragraph no. and grounds for dispute of that paragraph)*

UF 011

*Date* *Signature*

O. Reg. 387/79, Form 11.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Reply by Applicant

**Form 12**
Unified Family
Court Act

Court file no. _____

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

**I do not dispute** the claims made in the following paragraphs of the Answer:

☐ paragraph 3, subparagraph(s)_____ ☐ paragraph 5 ☐ paragraph 6 ☐ paragraph 7 ☐ paragraph 8

**I dispute** the claims made in the following paragraphs of the Answer for the following reasons:
*(Give paragraph no. and grounds for dispute of that paragraph)*

UF 012

*Date* _____ *Signature* _____

O. Reg. 387/79, Form 12.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Notice of Motion

**Form 13**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |
| | |

**To the Parties**

**A motion has been made by** *(name of party)*

for the following order by the court: *(Specify)*

The following material will be relied on at the hearing of the motion: *(Specify, and where an affidavit is to be relied on, attach a copy.)*

The court will hear this motion at 100 James Street South, Hamilton, Ontario L8P 2Z3
on *(date)*

at *(time)*

or as soon thereafter as the motion can be heard.

**If you fail to appear at the hearing of the motion, an order may be made in your absence.**

*Date* *Party or solicitor*

UF 013

O. Reg. 387/79, Form 13.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Affidavit in Support of Motion

**Form 14**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |
| | |

I, _____, of the _____ of _____,
*Full name* *City, Town, etc.* *Name*

in the _____ of _____, make oath and say:
*County, Regional Municipality, etc.* *Name*

( Give facts in support of motion. Where the facts are not within your own personal knowledge, give the source of your information or the grounds for your belief.)

**Unified Family Court**
**Judicial District of Hamilton-Wentworth**

**Affidavit in Support of Motion - page 2**

**Form 14**
Unified Family
Court Act

Court file no.

*(Put a line through any blank space left on this page.)*

Sworn before me at the _____ of _____

in the _____ of _____

this ____ day of _____ 19____ .

_____
*A Commissioner, etc.*

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 014 (2 of 2)

O. Reg. 387/79, Form 14.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Summons to a Witness

**Form 15**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

**Note:** When this Summons is served on you, you should receive a witness fee of *(total dollars)*

which is calculated as follows:

| | | |
|---|---|---|
| *attendance* $ | for each day of attendance | = |
| *travel allowance* $ | each way | = |
| *overnight allowance* $ | | = |
| | Total | = |

**To** *(Full name of witness)*

of *(Address – street & number, municipality, postal code)*

**You are commanded to appear** at 100 James Street South, Hamilton, Ontario L8P 2Z3
on *(date)*

at *(time)*

to remain until this proceeding is heard
to give evidence in this proceeding before the *(court or other official)*

and to bring with you the following:

This summons was issued on behalf of

*Name of party* *Date* *Clerk of the court*

**If you fail to attend or to remain as required by this Summons, a Warrant may be issued for your arrest.**

UF 015

**Acknowledgement of Service**

I, _____ , am the person named as a witness in this Summons.
*Name*

I have received a copy of this Summons today.
My address for service of further documents is: *(street & number, municipality, postal code)*

_____

_____

_____ _____ _____
*Signature of person serving document* *Date* *Signature*

O. Reg. 387/79, Form 15.

Ontario

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Order

**Form 16**
Unified Family
Court Act

Court file no.

Judge

Date of Order

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |
| | |

On *(motion or application)*

of *(name)*

heard on *(date)*

and on receiving the evidence and the submissions on behalf of the parties,

**This court orders that:**

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Order - page 2

**Form 16**
Unified Family
Court Act

Court file no.

*Date of signature*

*Signature of judge or clerk of the court*

UF 016 (2 of 2)

O. Reg. 387/79, Form 16.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

Ontario

## Order on Motion without Notice

**Form 17**
Unified Family
Court Act

Court file no.

Judge

Date of Order

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

ORDER

On motion of *(name)*

without notice to *(name)*

heard on *(date)*

on receiving the evidence and the submission on behalf of *(name)*

**this court orders that:**

Ontario

# Unified Family Court

Judicial District of Hamilton - Wentworth

**Order on Motion without Notice - page 2**

Form 17
Unified Family
Court Act

Court file no.

*Date of signature*

*Signature of judge or clerk of the court*

NOTICE

To

The above order has been made without notice to you. You may make a motion to this court to vary or discharge the order by serving a Notice of Motion and filing it at the court office at 100 James Street South, Hamilton, Ontario L8P 2Z3.

A copy of any affidavit filed on the motion which resulted in the above order should be attached to this Order.

UF 017 (2 of 2)

O. Reg. 387/79, Form 17.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Certificate of Court Proceeding

**Form 18**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | |

**Respondent(s)** *If more than one Respondent, give name and address for each and for lawyer if known.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| Lawyer *(name, address and phone no.)* | Lawyer *(name, address and phone no.)* |

**I certify** that in this proceeding one of the parties claims an interest in or right to possession of the following land:
*(Give legal description)*

*Date* *Clerk of the Court*

UF 018

O. Reg. 387/79, Form 18.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

**Certificate of Clerk**

**Form 19**
Unified Family
Court Act

Court file no. _____

**Applicant(s)**

**Respondent(s)**

I certify that:

1. The attached copies of the application and the financial statement of the applicant(s) are true copies of the documents filed with the court in this proceeding.

*(Strike out inapplicable provisions)*

2. The attached copy of the ~~provisional~~ order is a true copy of the ~~provisional~~ order made in this proceeding.

3. The attached transcript of evidence is an accurate representation of the evidence heard in this proceeding.

4. The attached copy of reasons is a true copy of the court's reason for decision in this proceeding.

*Date* *Clerk of the Court*

UF 019

O. Reg. 387/79, Form 19.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Notice of Confirmation Hearing

Form 20
Unified Family
Court Act

Court file no

Applicant(s)

Respondent(s)

To the Respondent(s)

☐ A provisional order

☐ A provisional variation of the order of the *(name of confirming court)*

made on *(date of confirmation)*

has been made against you

☐ in another part of Ontario

☐ outside Ontario

in the amount of $ *(in Canadian funds)* per *(week, month etc.)* The details are set out in the attached materials.

The court will hold a hearing at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)* at *(time)*

or as soon thereafter as the case can be heard, in which you may show cause why this provisional order/variation should not be confirmed against you.

You must file a Financial Statement in Form 5 with the court office at *(street & number, municipality, postal code)*

within ten days after receiving this Notice.

**If you fail to appear at the hearing, the provisional order/variation may be confirmed in your absence and enforced against you.**

*Date* *Clerk of the court*

NOTE: *If the provisional order/variation was made in another part of Ontario,* a copy of the Application signed by the applicant should be attached to this Notice, along with a copy of the applicant's Financial Statement, a copy of the provisional order/order of provisional variation and a copy of the transcript of the applicant's evidence.

*If the provisional order was made outside Ontario,* a copy of the provisional order/order of provisional variation, a copy of the applicant's deposition or the transcript of the applicant's evidence taken outside Ontario and a list of defences which you may raise should be attached to this Notice. Subsection 5 (2) of the *Reciprocal Enforcement of Maintenance Orders Act* provides that you may raise any defence which you might have raised in the proceeding before the court that made the provisional order/variation but no other defence.

Also attached to this Notice should be a blank Financial Statement in Form 5 for you to fill out and file with the court office. If any document which should be attached to this Notice is missing, you should contact your own lawyer or the court office.

UF 020 Documents may be filed with the court by mail

O. Reg. 387/79, Form 20.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Notice of Hearing for Further Evidence

**Form 21**
Unified Family Court Act

Court file no.

Applicant(s)

Respondent(s)

To the Applicant(s)

☐ The provisional order in this matter has come before a judge of the *(name of confirming court)*

☐ The provisional variation of the order made by the *(name of confirming court)*

on *(date of confirmation)* has come before a judge of the *(name of court)*

☐ The respondent has applied to the *(name of court)*

for a variation of the order of the *(name of confirming court)*

made on *(date of confirmation)*

The other court has decided to offer you an opportunity to present further evidence and has therefore remitted its case to this court. The details are set out in the attached material.

If you wish to:

☐ proceed with your application for support
☐ proceed with your application for variation of support
☐ oppose, in whole or in part, the respondent's request for variation,

you must appear, either personally or by your lawyer or agent, and produce such evidence as is appropriate at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)* at *(time)*

**If you fail to appear at the hearing**

☐ **the provisional order/variation may be rescinded in your absence**
☐ **the respondent's request for variation may proceed unopposed**

*Date* *Clerk of the court*

NOTE: A copy of the respondent's evidence and a copy of the court's reasons for seeking further evidence should be attached to this Notice. If either of these is missing, you should contact your own lawyer or the court office.

UF 021

O. Reg. 387/79, Form 21.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Notice of Resumption of Hearing

**Form 22**
Unified Family Court Act

Court file no

Applicant(s)

Respondent(s)

**To the Respondent(s)**

The proceeding before this court

☐ to confirm a provisional order/variation made by the *(name of originating court)*

on *(date of provisional order/variation)*

☐ to review an order made by the *(name of confirming court)*

on *(date of confirmation)*

was adjourned on *(date of adjournment)*

in order to remit the case to the other court for further evidence.

The other court has now sent to this court certain evidence which is attached.

This court will resume its hearing into this matter at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)* at *(time)*

or as soon thereafter as the case can be heard.

**If you fail to appear at the hearing,**

☐ **the provisional order/variation may be confirmed in your absence and enforced against you.**

☐ **your application for variation may be dismissed.**

*Date* *Clerk of the court*

**Note:** A copy of the applicant's further evidence taken before the other court should be attached to this notice. If it is missing, you should contact your lawyer or the court office.

UF 022

O. Reg. 387/79, Form 22.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

**Application**

Form 23
Unified Family
Court Act

Court file no

**Child(ren)**

| Full name | Birthdate | Sex |
|---|---|---|
| Full name | Birthdate | Sex |
| Full name | Birthdate | Sex |

**Applicant(s)**

Full name(s)

Address for service *(street & number, municipality, postal code)*

Lawyer *(name, address and phone no.)*

1. I/we ask for an order under the *Child Welfare Act*:
(*Set out kind of order asked for.*)

*(In an application under Part II of the Child Welfare Act, add:)*

2. To the best of my/our knowledge, the following are all the outstanding orders and court proceedings for supervision, wardship or custody of or access to the child(ren): *(Give date, name of court, court file no., nature of case and resulting order. If you do not know of any other order or proceeding, state 'None'.)*

*(In an application for a finding that a child is a child in need of protection or an application under subsection 22 (2) of the Child Welfare Act, add:)*

3. I/we believe the child(ren) is/are in need of protection under the *Child Welfare Act* because: (*State briefly the main facts relied on and refer to the relevant provisions of the Act.)*

*(In an application under subsection 22 (2), add:)*

4. I reported the matter to the *(name of children's aid society)* on or about *(date)*, but the society has refused or failed to take action.

*(In an application for an order regarding the right of access to a child, add:)*

3. The grounds for this application are as follows: *(State briefly the main facts relied on.)*

*(In an application to review a child's status, add:)*

3. The present status of the child(ren) is: *(Specify. Indicate any outstanding access rights.)*

4. I/we have requested a review of the child(ren)'s status because: *(State briefly the main facts relied on.)*

*(In an application for adoption, add:)*

2. Information concerning the applicant(s)
*Name of applicant Sex Birthdate Place of residence If related to the child, state relationship*

3. *(Complete this section where applicants are married.)*
*Date of marriage of applicants Place of marriage*

4. *(Complete this section where an applicant is under eighteen years of age, is single or is living apart from his/her spouse or where the child is eighteen or more years of age or has been married.)*
The special circumstances that justify the making of an adoption order in this case are as follows: *(Specify.)*

*Date* *Signature of applicant*

*Signature of applicant*

UF 023

O. Reg. 387/79, Form 23.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

**Notice of Hearing**

**Form 24**
Unified Family
Court Act

Court file no.

**Child(ren)**

| Full Name | Birthdate | Sex |
|---|---|---|
| Full Name | Birthdate | Sex |
| Full Name | Birthdate | Sex |

**To**

An application has been made in this court for an order under the *Child Welfare Act* concerning the child(ren) named above. Notice is being given to you because your rights may be affected. The details are set out in the attached application.

The court will hold a hearing at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)*

at *(time)*

or as soon after that time as the case can be heard.

If you wish to oppose the application or if you wish to give your views at the hearing, you may attend the hearing with or without your lawyer. If you do not attend the hearing, an order may be made in your absence and enforced against you. The court may make an order different from that requested by the applicant(s).

*Date* *Clerk of the court*

**NOTE:** A copy of the Application signed by the applicant(s) should be attached to this form. If it is missing, you should contact your own lawyer or the court office.

UF 024

O. Reg. 387/79, Form 24.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

**Notice of Motion**

**Form 25**
Unified Family
Court Act

Court file no.

**Child**

**Applicant(s)**

To the Parties

A motion has been made by *(name of party)*

for the following order by the court: *(Specify)*

The following material will be relied on at the hearing of the motion: *(Specify, and where an affidavit is to be relied on, attach a copy.)*

The court will hear this motion at 100 James Street South, Hamilton, Ontario L8P 2Z3
on *(date)*

at *(time)*

or as soon thereafter as the motion can be heard.

**If you fail to appear at the hearing of the motion, an order may be made in your absence.**

*Date* *Party or solicitor*

UF 025

O. Reg. 387/79, Form 25.

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

Ontario

## Affidavit in Support of Motion

**Form 26 (Page 1)**
Unified Family
Court Act

Court file no.

**Child(ren)**

| Full Name | Birthdate | Sex |
|---|---|---|
| Full Name | Birthdate | Sex |
| Full Name | Birthdate | Sex |

**Applicant(s)**

Full Name(s)

Address *(street & number, municipality, postal code)*

Lawyer *(name, address and phone no.)*

I, _____, of the _____ of _____
*full name* *city, town etc.* *name*

in the _____ of _____, make oath and say:
*county, regional municipality, etc.* *name*

( Give facts in support of motion. Where the facts are not within your own personal knowledge, give the source of your information or the grounds for your belief.)

**Unified Family Court**
**Judicial District of Hamilton-Wentworth**

**Affidavit in Support of Motion – page 2**

**Form 26**
Unified Family
Court Act

Court file no.

*(Put a line through any blank space left on this page.)*

Sworn before me at the _____ of _____

in the _____ of _____

this ____ day of _____ 19__

*A Commissioner, etc.*

*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 026 (2 of 2)

O. Reg. 387/79, Form 26.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

**Affidavit of Service**

Form 27
Unified Family
Court Act

Court file no.

Child(ren)

Applicant(s)

I, _____, of the _____ of _____
*name* *city, town, etc.* *name*

in the _____ of _____, make oath and say:
*county, district, judicial district* *name*

On *(date)*

I served *(name of person served)*

with the following document(s): *(specify)*

☐ by leaving a copy with him/her at *(address)*

In response to my request to produce identification, the person served *(state what identification produced or give other response of person served.)*

In response to my request to complete and sign an Acknowledgement of Service, the person served ☐ complied with my request
☐ refused to comply with my request
☐ other *(specify)*

☐ by leaving a copy with *(name)*,

a person apparently of the age of 16 years or over, at *(address)*,

and by mailing a copy on *(date)*

to the person to be served at the same address. I previously made unsuccessful attempts at personal service on *(date)*

at *(address)*

and on *(date)*

at *(address)*

☐ by leaving a copy with *(name)*

a person apparently of the age of 16 years or over, at *(address)*

☐ by mailing a copy to him/her at *(address)*

the address for service shown on the document dated *(date)*

filed by him/her in the proceeding bearing court file no.

☐ by leaving a copy at *(address)*

the address for service shown on the document dated *(date)*

filed by him/her in the proceeding bearing court file no.

☐ by mailing a copy to *(name of solicitor)*

the solicitor acting for him/her, at *(address)*

☐ by leaving a copy with *(name)*,

the *(position or title)*

of that corporation, at *(address)*

To effect service it was necessary for me to travel _____ kilometres.

Sworn before me at the _____ of _____
in the _____ of _____
this ____ day of _____ 19 ____.

*A Commissioner, etc.*

_____
*Signature*
*(this form must be signed before a lawyer, Notary Public or Commissioner for Taking Affidavits.)*

UF 027

O. Reg. 387/79, Form 27.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

**Summons to a Witness**

**Form 28**
Unified Family
Court Act

Court file no.

**Child(ren)**

**Applicant(s)**

Note: When this Summons is served on you, you should receive a witness fee which is calculated as follows:

| | | |
|---|---|---|
| *attendance* | | |
| $ | for each day of attendance | = |
| *travel allowance* | | |
| $ | each way | = |
| *overnight allowance* | | |
| $ | | = |
| | Total | = |

**To** *(full name of witness)*

of *(address – street & number, municipality, postal code)*

**You are commanded to appear at** *(address – street & number, municipality)*

on *(date)*

at *(time)*

to remain until this proceeding is heard

to give evidence in this proceeding before the *(court or other official)*

and to bring with you the following:

This summons was issued on behalf of

*Name* *Date* *Clerk of the court*

**If you fail to attend or to remain as required by this Summons, a Warrant may be issued for your arrest.**

UF 028

O. Reg. 387/79, Form 28.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

**Consent to Adoption – Director**

**Form 29**
Unified Family
Court Act

Court file no.

**Child**

**Applicant(s)**

**I,** *(name in full)*

an employee of the Ministry of Community and Social Services appointed as a Director under the *Child Welfare Act*, consent to the adoption of the child by the applicant(s).

The child became a ward of the Crown on *(date)*

and was committed to the care of the Children's Aid Society of *(name)*

*Date* *Signature of witness* *Signature*

*Place*

UF 029

**Affidavit of Execution**

**Form 29**
Unified Family
Court Act

Court file no.

I, *(name in full)*

of *(address – street & number, municipality, postal code)*

**make oath and say:**

I was present and saw this consent signed by *(name in full)*

at *(place)*

I am the person who signed as a witness to this consent .

Sworn before me at the _____ of _____

in the _____ of _____

this ____ day of _____ 19____

_____
*A Commissioner, etc.*

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 029

O. Reg. 387/79, Form 29.

Ontario

# Unified Family Court
## Judicial District of Hamilton-Wentworth

**Consent to Adoption – General**

**Form 30**
Unified Family Court Act

Court file no.

**Child** *A child may be identified by his/her given names followed by the first letter of his/her surname and his/her birth registration number.*

| Full Name | Birthdate | Sex |
|---|---|---|
| Place of birth | | |

**I,** *(name in full)*

of *(address – street & number, municipality, postal code)*

consent to the adoption of the child

**I am**

☐ the spouse of the applicant

☐ a parent of the child within the meaning of section 69 of the *Child Welfare Act* by virtue of being

- ☐ the mother of the child
- ☐ the father of the child
- ☐ a guardian of the child under *(Give details below of the authority by which you became a guardian.)*
- ☐ a person who has demonstrated a settled intention to treat the child as a child of my family
- ☐ other *(specify below)*

☐ a person other than a parent of the child having lawful custody or control of the child under *(Give details below of the authority by which you have custody or control)*

**I was** born on *(date)*

**I understand** the nature and effect of this consent and of an adoption order.

*(Check the appropriate paragraph and initial. Strike out the paragraph that does not apply.)*

☐ *Spouse of applicant*

**I understand** that the effect of an adoption order will be to require me to share, permanently and equally with my spouse, my parental rights and responsibilities.

_____ *Init.*

☐ *Parent, etc. who is not spouse of applicant*

**I understand** that if an adoption order is made I will no longer be a parent of the child and the applicants will be the parents of the child. I also understand that I may cancel this consent within 21 days by filing a cancellation of consent with the court office at *(address – street & number, municipality, postal code)*

_____ *Init.*

or with the Children's Aid Society of *(name of place and address – street & number, municipality, postal code)*

I further understand that after the 21 days have passed, I may withdraw this consent only with the court's permission.

_____ *Date*

_____ *Signature of Witness*

_____ *Signature*

_____ *Place*

_____ *Position or title*

**NOTE:** If the person giving the consent is a parent of the child, the witness must be an authorized employee of a Children's Aid Society.

If the person giving the consent is under eighteen years of age, the consent must be accompanied by the Report of the Official Guardian (Form 34).

UF 030

**Affidavit of Execution**

I, *(name in full)*

of *(address – street & number, municipality, postal code)*

**make oath and say:**

I was present and saw this consent signed by *(name in full*

at *(place)*

I am the person who signed as a witness to this consent

I explained to *(name in full)*

- the nature and effect of this consent;
- the circumstances under which the consent may be cancelled or withdrawn; and
- the nature and operation of the voluntary disclosure registry.

I am satisfied that *(name in full)*

understands the nature and effect of this consent

*strike out this paragraph if it does not apply and initial*
I am an employee of the Children's Aid Society of *(name)*

authorized by the Society to witness consents to adoption _____
*(Initials)*

Sworn before me at the _____ of _____

in the _____ of _____

this ___ day of _____ 19 ___ _____
*A Commissioner, etc.*

_____
*Signature*
*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 030

O. Reg. 387/79, Form 30.

Ontario

# Unified Family Court
## Judicial District of Hamilton-Wentworth

**Consent to Adoption — Child**

**Form 31**
Unified Family
Court Act

Court file no.

**Child**

**Applicant(s)**

**I,** *(name in full)*

of *(address — street & number, municipality, postal code)*

consent to my adoption by the applicant(s) named above.

**I understand** the nature and effect of an adoption order.

I understand that I may cancel this consent within 21 days by filing a cancellation of consent with the court office at
*(address — street & number, municipality, postal code)*

I understand that the court must receive the cancellation within 21 days. I also understand that, after the 21 days have passed, I may withdraw this consent only with the court's permission.

*(To be completed where the child is 14 years of age or over)*
**I want** my name after the adoption to be *(full name after adoption)*

| | | |
|---|---|---|
| *Date* | *Signature of authorized C.A.S. employee* | *Signature* |
| *Place* | *Position or title* | |

**NOTE:** The witness must be an authorized employee of a Children's Aid Society

UF 031

**Affidavit of Execution**

I, *(name in full)*

of *(address – street & number, municipality, postal code)*

**make oath and say:**

I was present and saw this consent signed by *(name in full*

at *(place)*

I am the person who signed as a witness to this consent

I explained to *(name in full)*

- the nature and effect of this consent;
- the circumstances under which the consent may be cancelled or withdrawn; and
- the nature and operation of the voluntary disclosure registry.

I am satisfied that *(name in full)*

understands the nature and effect of this consent

*strike out this paragraph if it does not apply and initial*
I am an employee of the Children's Aid Society of *(name)*

authorized by the Society to witness consents to adoption

_____
*(Initials)*

Sworn before me at the _____ of _____

in the _____ of _____

this ___ day of _____ 19 ___

_____
*A Commissioner, etc.*

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

UF 031

O. Reg. 387/79, Form 31.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

Ontario

**Recommendation of Director**

**Form 32**
Unified Family
Court Act

Court file no

**Child**

**Applicant(s)**

1. I, *(name in full)*

   am an employee of the Ministry of Community and Social Services appointed as a Director under the *Child Welfare Act*.

2. The child is under the age of eighteen years and has not been married.

3. The child has resided in the home of the applicant(s) since *(date)*

   and having regard to the best interests of the child

   ☐ I recommend that the period of residence be dispensed with and that an order for the adoption be made.

   ☐ I recommend that an order of interim custody of the child be made to the applicant(s) for a period not exceeding one year by way of a probationary period upon such terms as the Court thinks fit.

4. The child has resided in the home of the applicant(s) for six months or more and having regard to the best interests of the child

   ☐ I recommend that an order for the adoption of the child be made.

   ☐ I recommend that an order for the adoption of the child not be made for the following reasons:

5. I draw to the court's attention the following additional circumstances: *(Set out circumstances. Where none, state "None")*

*Place* *Date* *Signature*

UF 032

O. Reg. 387/79, Form 32.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

**Recommendation of Local Director**
**Form 33**
Unified Family Court Act

Court file no.

**Child**

**Applicant(s)**

I *(name in full)*

am the local director of the Children's Aid Society *(name)*

**The child** is under the age of eighteen years and has not been married.

**The child** has resided with the applicant(s) since *(date)*

Having regard to the best interests of the child,

☐ **I recommend** that an order for the adoption of the child be made

☐ **I recommend** that an order for the adoption of the child not be made for the following reasons: *(specify)*

I draw to the court's attention the following additional circumstances: *(specify – Where none, state "None".)*

*Date* *Place* *Signature*

NOTE: This form may be used only where a child has been placed for adoption by a Children's Aid Society. Where a child has not been placed by a Society, a Recommendation of Director in Form 32 must be completed by a Director of Child Welfare.

UF 033

O. Reg. 387/79, Form 33.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

**Report of the Official Guardian**

**Form 34**
Unified Family
Court Act

Court file no.

**Child**

| Full Name | Birthdate | Sex |
|---|---|---|
| Place of birth | | |

**I,** *(name in full)*

of *(address – street & number, municipality, postal code)*

am an authorized representative of the Official Guardian.

**I have discussed** with *(name of minor parent)*

the nature and effect of an adoption order and of a consent to an adoption.

**The Official Guardian** is satisfied that the consent of *(name of minor parent)*

dated *(date)*

reflects his/her true informed wishes.

*Date* *Signature of witness* *Signature*

UF 034

O. Reg. 387/79, Form 34.

Ontario

# Unified Family Court
## Judicial District of Hamilton-Wentworth

**Warrant to Search for and Detain a Child**

**Form 35**
Unified Family
Court Act

Court file no.

**To** *(name of person and position or title)*

On information laid before me on oath under section 22 of the *Child Welfare Act* it appears to me that

☐ there are reasonable and probable grounds to believe that the child named or described below is in need of protection.

☐ the child named or described below is actually or apparently under sixteen years of age and has departed or has been removed from the lawful care and custody of the Children's Aid Society of

_____

without the consent of the Society.

**Child** *(Give all known information)*

| Name | | | Birthdate | | Sex |
|---|---|---|---|---|---|
| Residence or location | | | | | |
| Height | Weight | Hair colour | Hair style | Eye colour | Complexion |
| Other features | | | | | |

**This warrant authorizes you** to search for the child and to enter, if need be by force, *(address – street & number, municipality)*

to take the child and to detain him/her in a place of safety as defined in the *Child Welfare Act*.

**This warrant expires on** *(date)*

*Place* _____ *Date* _____ *Signature of justice of the peace* _____

UF 035

O. Reg. 387/79, Form 35.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Order on Motion Without Notice

**Form 36**
Unified Family Court Act

Court file no.

Judge

Date of order

**Child(ren)**

| Full name | Birthdate | Sex |
|---|---|---|
| Full name | Birthdate | Sex |
| Full name | Birthdate | Sex |

**Applicant(s)**

Full name(s)

Address for service *(street & number, municipality, postal code)*

Lawyer *(name, address and phone no.)*

ORDER

On motion without notice to *(name)*

on reading the *(description of document(s))*

and on hearing submissions on behalf of *(name)*

this court orders that:

**Order on Motion Without Notice**

**Form 36 (Page2)**
Unified Family
Court Act

Court file no.

*Date of signature*

*Signature of judge or clerk of the court*

NOTICE

To *(name)*

The above order has been made without notice to you. You may request this court to vary or discharge the order by filing a Notice of Motion at the court office at 100 James Street, Hamilton, Ontario L8P 2Z3.

UF 036 (2 of 2)

O. Reg. 387/79, Form 36.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

Order

Form 37 (Page 1)
Unified Family Court Act

Court file no.

Judge

Date of order

**Child(ren)**

| Full name | Birthdate | Sex |
|---|---|---|
| Full name | Birthdate | Sex |
| Full name | Birthdate | Sex |

**Applicant(s)**

Full name(s)

Address for service *(street & number, municipality, postal code)*

Lawyer *(name, address and phone no.)*

On *(motion or application)*

of *(name)*

on reading the *(description of document(s))*

and on hearing submissions on behalf of the parties,

**This court orders that:**

**Order**

**Form 37 (Page 2)**
Unified Family
Court Act

Court file no.

*Date of signature*

*Signature of judge or clerk of the court.*

UF 037 (2 of 2)

O. Reg. 387/79, Form 37.

# Unified Family Court
Judicial District of Hamilton - Wentworth

## Request for Enforcement

Form 38
Unified Family
Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

1. Particulars of order to be enforced:

*Date* *Court* *Court file no.*

*Attach certified copy of order if order was made by another court.*

2. Persons for whose benefit order is to be enforced:

*Full name(s)* *Relationship to creditor*

3. ☐ I authorize the court to receive, record and pay out to me or my assignee all sums payable under the order.

4. ☐ The order is not in default.

or

☐ The order is in default in the amount of $ as of today, and for this single occasion, I request that the order be enforced against the debtor by means of a Notice of Default, requiring the debtor to:
- ☐ file a statement of financial information
- ☐ submit to an examination as to his/her assets and means
- ☐ appear before the court to explain the default.

5. In the event of future defaults, I authorize the Unified Family Court and any Provincial Court (Family Division) in Ontario automatically to enforce the order against the debtor by requiring him/her, upon notice to me and to my assignee, to file a statement of financial information and to appear before the court to explain the default.

*Date* *Signature of creditor*

**Note:** If you wish to enforce the order by a writ of execution or by garnishment, you must file with the clerk of the court a Request for Execution or Garnishment.

UF 038

O. Reg. 387/79, Form 38.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

## Request for Execution or Garnishment

**Form 39**
Unified Family Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

I, _____ *Name*, of the _____ *City, Town, etc.* of _____ *Name*

in the _____ *County, Regional Municipality, etc.* of _____ *Name*, make oath and say:

1. My relationship to the creditor is *(State relationship. If you are the creditor, state, "I am the creditor.")*

2. By ☐ an order
   ☐ a judgment
   ☐ a decree nisi of divorce,
   a copy of which is attached,
   dated *(date)*

   of the *(name of court)*

   the debtor was ordered to pay to
   ☐ me
   ☐ *(name of payee)*
   the sum of $ per , as support, commencing on *(date)*

3. The debtor was also ordered to pay $ in costs.

4. As of today, there remains owing $ in arrears of support and $ in costs.

5. There has been no previous request for a Writ of Execution by or on behalf of the persons entitled to the support payments, except: *(Give details. If no previous request was made, state, "None".)*

6. I request that a Writ of Execution be directed to the Sheriff of *(name of county, district or judicial district)*

   that he levy against *(name of debtor)*
   the sum of:
   $ in arrears of support;
   $ in interest thereon at the rate of 5 per cent per year from *(date)*
   $ in unpaid costs;
   $ in interest thereon at the rate of 5 per cent per year from *(date)*

*(Strike out this paragraph if you do not want a Writ of Execution, and initial)*

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Request for Execution or Garnishment

**Form 39 Page 2**
Unified Family Court Act

Court file no.

7. I request that a Notice to Garnishee be directed to *(name of garnishee)*

who resides or carries on business in Ontario at *(address or garnishee)*

I have reason to believe and I do believe that *(name of garnishee)*

is indebted to the debtor
- ☐ in the amount of $
- ☐ in an amount which I am unable to name.

*(Strike out this paragraph if you do not want garnishment, and initial.)*

Sworn before me at the _____ of _____

in the _____ of _____

this _____ day of _____ 19____ .

*A Commissioner, etc.*

_____
*Signature*

*(This form is to be signed before a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)*

**NOTE:** You must attach to this Request:

(a) a copy of the order, judgment or decree nisi; and
(b) where costs were determined separately, a copy of the certificate of the determination of costs.



O. Reg. 387/79, Form 39.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Writ of Execution

**Form 40**
Unified Family
Court Act

Court file no.

**Applicant(s)** *If more than one Applicant, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |

**Respondent(s)** *If more than one Respondent, give name and address for each.*

| Full name | Full name |
|---|---|
| Address for service *(street & number, municipality, postal code)* | Address for service *(street & number, municipality, postal code)* |
| | |

**Elizabeth the Second, by the Grace of God of the United Kingdom, Canada and Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith,**

**To the Sheriff of the**

**We command you** that of the goods and chattels and lands and tenements in your bailiwick of the debtor *(name of debtor)*

you cause to be made the sum of
$
and interest thereon at 5 per cent per annum from *(date from which interest runs)*

and for costs the sum of
$
and interest thereon at 5 per cent per annum from *(date costs were determined)*

in accordance with the order of this Court of *(date of order)*

requiring the debtor to pay the above sums to or to the credit of *(name of creditor)*

**And we command you to pay out the sums realized according to law and to report to this Court on the execution of this writ.**

*Date* *Clerk of the Court*

UF 040

THE FOLLOWING ENDORSEMENT MUST BE COMPLETED BY THE PERSON FILING THIS WRIT AT OR BEFORE THE TIME OF FILING.

To the **Sheriff**:

levy the sum of $_____

with interest at 5% per annum from _____ 19____

and for costs, the sum of $_____

with interest at 5% per annum from _____ 19____

and for this writ $_____

together with your own fees, poundage and incidental expenses.

*Signature of person filing writ*

*firm name*

*address*

UF 040

Unified Family Court
Judicial District of Hamilton-Wentworth

# Writ of Execution

This writ was issued by:

*Name*

*Address*

solicitor(s) for

THE FOLLOWING ENDORSEMENT MUST BE COMPLETED BY THE OFFICER AT THE OFFICE WHERE THIS WRIT WAS ISSUED OR RENEWED.

_____

_____

is entitled to receive the following sums for the issue and renewal of this writ:

| For | $ | Signature of Officer |
|---|---|---|
| This writ | | |
| 1st renewal | | |
| 2nd renewal | | |
| 3rd renewal | | |
| | | |
| | | |

WHEN APPLICABLE, THE FOLLOWING ENDORSEMENT MUST BE COMPLETED BY THE SHERIFF WITH WHOM THIS WRIT IS FILED OR, IF IT IS NOT FILED WITH A SHERIFF, BY THE CLERK AT THE OFFICE WHERE THE WRIT WAS ISSUED.

RENEWAL OF WRIT

This writ has been renewed for a further period of six years from the date indicated.

| Date | Signature of Officer |
|---|---|
| | |
| | |
| | |
| | |

O. Reg. 387/79, Form 40.

# Unified Family Court
Judicial District of Hamilton - Wentworth

## Order of Attachment

Form 41
Unified Family
Court Act

Court file no.

Judge

Date of order

**Creditor**

| Full name |
| --- |
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
| --- |
| Address for service *(street & number, municipality, postal code)* |
| |

**To:** *(name and address of debtor's employer)*

This court orders you to deduct from the remuneration due or accruing due to the debtor and to remit to this court the sum of

$ or

per cent of the debtor's gross remuneration, whichever is less, on the

day(s) of each month, commencing on *(date)*

*Date of signature* *Signature of judge or clerk of the court*

**NOTE:** The Wages Act does not apply to limit the amount you are required to deduct under this order. This order takes priority over any other seizure or attachment of wages except those in favour of the Crown. Payments are to be made to the court at 100 James Street South, Hamilton, Ontario L8P 2Z3
If you dispute your liability to pay, you must file a Dispute in Form 43, which is available at the court office.

**If you disobey this order, you may be found in contempt of court.**

UF 041

O. Reg. 387/79, Form 41.

# Unified Family Court
**Judicial District of Hamilton-Wentworth**

## Notice to Garnishee

**Form 42**
Unified Family
Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**To** *(full name of garnishee)*

*(address - street & number, municipality, postal code)*

Date of order against debtor

Amount unpaid under the order

$

**You are commanded**, within ten days after service of this notice on you, to pay to the clerk of the court all debts now owing or accruing due but payable in the future from you to the debtor, up to the amount unpaid under the order.

If you do not owe the debtor anything, you must, within ten days after service of this notice on you, file a Dispute in Form 43

If (a) you owe the debtor less than the amount unpaid; or
(b) you have a defence or right of set-off against the debtor,
you must, within ten days after service of this notice on you, pay to the clerk of the court the amount which you admit is now owing or accruing due to the debtor, and you must file at the same time a Dispute in Form 43.

**If you fail to obey this notice, the court may make and enforce an order against you for the amount unpaid and the court costs of the creditor. If you make payment to anyone other than the clerk of the court after service of this notice on you, you may be liable to pay again.**

**To all parties**

Where a Dispute is filed or payment of the amount unpaid under the order is not made, a debtor who has filed a Dispute or the creditor may require the clerk to issue a Notice of Garnishment or Attachment Hearing and may obtain a hearing before the court to determine the rights of the parties.

*Date* *Clerk of the court*

UF 042

O. Reg. 387/79, Form 42.

# Unified Family Court
**Judicial District of Hamilton - Wentworth**

## Dispute

**Form 43**
Unified Family
Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Garnishee or person to whom order of attachment directed**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

I am not liable to pay as required by the

☐ notice to garnishee

☐ attachment order

dated *(date)*

for the following reasons: *(state grounds for not paying.)*

*Date* *Signature*

UF 043

O. Reg. 387/79, Form 43.

Ontario

# Unified Family Court

**Judicial District of Hamilton - Wentworth**

## Notice of Garnishment or Attachment Hearing

Form 44
Unified Family
Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Garnishee or person to whom order of attachment directed**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**To the parties**

This matter has been placed on the hearing list by the ☐ creditor ☐ debtor

☐ A Dispute has been filed by the ☐ debtor ☐ garnishee ☐ person to whom order of attachment is directed

☐ No Dispute has been filed. The matter has been placed on the hearing list because full payment has not been received.

The court will hold a hearing at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)* at *(time)*

or as soon thereafter as the case can be heard.

**If you fail to appear at the hearing, an order may be made in your absence and enforced against you.**

*Date* *Clerk of the court*

**NOTE:** Where a Dispute has been filed, a copy of the Dispute should be attached to this notice. If the Dispute is missing, you should contact your own lawyer or the court office.

UF 044

O. Reg. 387/79, Form 44.

Ontario

# Unified Family Court

**Judicial District of Hamilton-Wentworth**

## Warrant of Committal

**Form 45**
Unified Family
Court Act

Court file no.

**To the Peace Officers of the**

_____ of _____
*City, Town, etc.* *Name*

**and to the Officers of the**

_____
*Name of correctional institution*

**Whereas** I have found that *(name)*

is in contempt of this court, in that he/she *(set out act or default constituting contempt)*

**And whereas** I have ordered that he/she *(set out punishment)*

**Therefore I command you** to take *(name)*

and convey him/her to *(name of correctional institution)*

and to detain him/her there for the term of *(specify details)*

_____ _____
*Date* *Signature of Judge*

UF 045

O. Reg. 387/79, Form 45.

# Unified Family Court
Judicial District of Hamilton-Wentworth

Ontario

## Notice of Default

**Form 46**
Unified Family
Court Act

Court file no.

**Creditor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**Debtor**

| Full name |
|---|
| Address for service *(street & number, municipality, postal code)* |
| |

**To the debtor**

The records of this court indicate that you are in default in the amount of
$
as of *(date)*

under the order of *(court)*

dated *(date)*

You are required to:

☐ file the attached financial statement with the court at 100 James Street South, Hamilton, Ontario L8P 2Z3

within ten days of service on you of this notice

---

☐ submit to an examination as to your assets and means before *(name)*

at *(place)*

on *(date)* at *(time)*

---

☐ appear before the court to explain your default at 100 James Street South, Hamilton, Ontario L8P 2Z3

on *(date)* at *(time)*

or as soon thereafter as the case can be heard.

**If you fail to appear as required by this notice, a warrant may be issued for your arrest.**

**If you fail to satisfy the court that you are unable to pay, you may be imprisoned for up to 90 days.**

*Date* *Clerk of the court*

UF 046

O. Reg. 387/79, Form 46.

# Unified Family Court
Judicial District of Hamilton - Wentworth

## Recognizance

Form 47
Unified Family Court Act

Court file no.

Applicant(s)

Respondent(s)

To the Court

I, *(name)*
of *(address)*
acknowledge that I am indebted to Her Majesty the Queen in the amount of $ to be levied from my property under a Writ of Execution in favour of Her Majesty the Queen,

☐ if I fail

☐ If *(name of person for whom you are a surety)*

of *(address of person for whom you are a surety)*

fails

to abide by any of the conditions set out in the schedule below.

*Signature of person giving recognizance*

Signed before me at *(municipality)*

*Signature*

in the *(name of county, district or regional municipality)*

on *(date)*

*Name and position (print or type)*

### Schedule of Conditions

The above recognizance of *(name of person giving the recognizance)*
shall not be enforceable

☐ if he/she

☐ if *(name of person for whom person giving the recognizance is a surety)*

abides by the conditions set out below. The conditions are that *(name of person giving the recognizance or person for whom the person giving the recognizance is a surety)*

☐ until *(date of termination)*

☐ until otherwise ordered by this court

*(Attach additional page if necessary, and date and sign it.)*

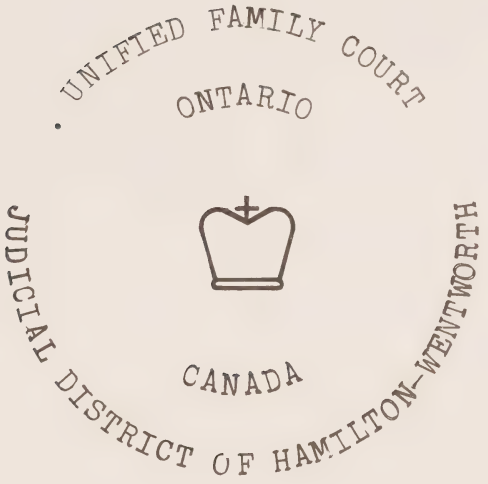
UF 047

O. Reg. 387/79, Form 47.

**Form 48**

*Unified Family Court Act*

SEAL OF THE COURT




O. Reg. 387/79, Form 48.

# REGULATION 940

under the Upholstered and Stuffed Articles Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "bedding" means any mattress, mattress type pad, boxspring, quilt, comforter, sleeping bag, mattress protector pad, pillow or quilted bedspread, that contains stuffing concealed by fabric or other flexible material or any such article that can be used for sleeping or reclining purposes, but does not include decorator cushions;

(*b*) "home hobby or craft operator" means a person who manufactures less than 500 upholstered or stuffed articles per year in his residence for sale to the public, but does not include a renovator;

(*c*) "new material" means material manufactured for use as stuffing and includes new material manufactured for use other than as stuffing that is subsequently shredded, cut or reduced to a fibrous state through any process for use as stuffing;

(*d*) "upholstered furniture" means any furniture that is made or sold with cushions, loose or attached, or is itself stuffed or filled in whole or in part with any stuffing concealed by fabric or other flexible material or any such article that can be used for sitting, resting or reclining purposes. R.R.O. 1970, Reg. 817, s. 1; O. Reg. 520/73, s. 1; O. Reg. 105/74, s. 1; O. Reg. 3/79, s. 1; O. Reg. 1119/80, s. 1.

### REGISTRATION

**2.**—(1) An application for registration shall be in Form 11.

(2) Every registration lapses on the anniversary date on which it was granted unless the prescribed annual return for maintenance of registration in Form 12, together with the prescribed fee, is filed with the Registrar not less than sixty days before the anniversary date. R.R.O. 1970, Reg. 817, s. 2.

**3.**—(1) A home hobby or craft operator shall file a statement with the Registrar at the time of his application under subsection 2 (1) for initial registration indicating the number of stuffed articles he proposes to manufacture during the initial registration period.

(2) A home hobby or craft operator shall file a statement with the Registrar at the time of his annual application for maintenance of his registration under subsection 2 (2), indicating the number of stuffed articles made by him since his previous application. O. Reg. 520/73, s. 2.

### FEES

**4.**—(1) Subject to sections 5 and 6, the fee for registration as a manufacturer is $100 for each registration number issued. O. Reg. 1119/80, s. 2, *part*.

(2) The fee for registration as a renovator is $35 for each registration number issued.

(3) Upon receipt by the Registrar of the prescribed fee the Registrar shall register the applicant and issue one or more registration numbers. O. Reg. 3/79, s. 2, *part*.

(4) The fee for renewal of a registration of a manufacturer is $100 for each registration number issued. O. Reg. 1119/80, s. 2, *part*.

(5) The fee for renewal of a registration of a renovator is $35 for each registration number issued.

(6) Upon receipt of the prescribed fee the Registrar shall renew the registration of the applicant. O. Reg. 3/79, s. 2, *part*.

**5.**—(1) A person registered as a renovator may during the course of any annual registration period, manufacture not more than twenty-five new articles if he applies for and is issued registration as a manufacturer.

(2) No fee for registration as a manufacturer is payable by a person referred to in subsection (1). R.R.O. 1970, Reg. 817, s. 4.

**6.**—(1) The fee for initial registration as a home hobby or craft operator is, where the proposed production of stuffed articles during the initial registration period is,

| | |
|---|---|
| (*a*) less than twenty-five | $ 5 |
| (*b*) twenty-five or more but less than fifty | 10 |
| (*c*) fifty or more but less than 100 | 15 |
| (*d*) 100 or more but less than 500 | 35 |

O. Reg. 3/79, s. 3, *part*; O. Reg. 1119/80, s. 3 (1).

(2) The fee for maintenance of registration as a home hobby or craft operator is, where the number of stuffed articles indicated on the statement filed under subsection 3 (2) is,

(*a*) less than twenty-five..... $ 5

(*b*) twenty-five or more but less than fifty..... 10

(*c*) fifty or more but less than 100.... 15

(*d*) 100 or more but less than 500.... 35

O. Reg. 3/79, s. 3, *part*; O. Reg. 1119/80, s. 3 (2).

**7.**—(1) Subject to subsection (2), every label shall be made of muslin, linen or a material equivalent in strength to muslin or linen and shall be,

(*a*) in Form 1, Form 2 or Form 3, as the case may be, and coloured white, where new material is used exclusively;

(*b*) in Form 4 and coloured white, where an article is renovated; or

(*c*) in Form 5 and coloured yellow, where an article is second hand. O. Reg. 340/77, s. 1, *part*; O. Reg. 3/79, s. 4 (1).

(2) Notwithstanding subsection (1), a label affixed to an upholstered or stuffed article, other than an article of bedding or upholstered furniture, may be in Form 6, Form 7 or Form 8, as the case may be, and coloured white, where new material is used exclusively. O. Reg. 3/79, s. 4 (2).

(3) Every off-sale label affixed under section 19 of the Act shall be in Form 9.

(4) Notwithstanding subsections (1) and (2), a label required to be affixed under subsection 13 (3) of the Act shall be at least eight square inches in size and in Form 10 and may be printed or typed on cardboard.

(5) Where the seat of a chair is fabricated as a unit separate from the chair and the seat has a hard surface backing, a label may be affixed on the backing by means of a rubber stamp provided that the label is legible and indelible.

(6) Subject to subsections (7) and (10), where a label in Form 1 or Form 6 is affixed to an upholstered or stuffed article, the label shall indicate under the heading "Content", the main stuffing materials of the upholstered or stuffed article as set out in column II of the Schedule up to the three main stuffing materials used as measured by weight and the size of the label shall be extended as necessary.

(7) Subsection (6) does not apply where the requirements of that subsection are satisfied by a label affixed under the *Textile Labelling Act* (Canada).

(8) Except for,

(*a*) the registration number;

(*b*) where the manufacturer or renovator so desires, the firm name and address of the manufacturer or renovator;

(*c*) information required by the laws of the Parliament of Canada, where the manufacturer desires to have such information printed on an extended version of the labels required by this Regulation; or

(*d*) the indication of the main stuffing materials,

no printing other than that contained in a prescribed form shall appear on a label. O. Reg. 105/74, s. 2, *part*.

(9) Labels affixed under the laws of a province designated in section 8 to an upholstered or stuffed article manufactured in that province are adopted for use in Ontario.

(10) Where a province designated in section 8 has the same requirements as in subsection (6), labels affixed under the laws of that province to an upholstered and stuffed article not manufactured in that province are adopted for use in Ontario. O. Reg. 105/74, s. 2, *part*.

**8.**—(1) The following provinces are designated for the purposes of section 16 of the Act:

1. The Province of Alberta
2. The Province of Manitoba
3. The Province of Quebec

(2) Labels as approved by a designated Province may be affixed to upholstered or stuffed articles manufactured in that Province in lieu of the labels prescribed by this Regulation. O. Reg. 576/73, s. 1.

PROCESSING OF FEATHERS AND FEATHER PRODUCTS

**9.** Feathers or feather products used as stuffing shall be processed by being,

(*a*) washed with a detergent for at least thirty minutes in water of a temperature of at least 125° Fahrenheit;

(*b*) rinsed thoroughly for at least twenty minutes in warm water;

(*c*) drained and treated by steam at a temperature of at least 230° Fahrenheit for at least thirty minutes and at a pressure of fifteen pounds; and

(*d*) thoroughly dried for a period of twenty minutes at a temperature of at least 200° Fahrenheit. R.R.O. 1970, Reg. 817, s. 7.

STERILIZING OF UPHOLSTERED AND STUFFED ARTICLES

**10.**—(1) Before being sold or offered for sale, an upholstered or stuffed article referred to in clause 18 (1) (*a*) of the Act shall be sterilized by being exposed to formaldehyde gas for not less than ten hours in a gas-tight sterilization chamber equipped with,

(*a*) at least one air inlet having a gas-tight closure gate or valve; and

(*b*) at least one air outlet having a gas-tight closure gate or valve.

(2) The air outlet of the sterilization chamber referred to in subsection (1) shall be equipped with a duct of a size sufficient to carry the exhaust gases to the outside atmosphere at a point removed from any door, window or opening.

(3) The formaldehyde gas referred to in subsection (1) shall be generated from one pint of formaldehyde solution for each 1,000 cubic feet of space in the sterilization chamber.

(4) Where more than one upholstered or stuffed article is placed in a sterilization chamber referred to in subsection (1), the articles shall be so spaced from each other that gas may circulate freely among the articles.

(5) Where shelves are used in a sterilization chamber referred to in subsection (1), the shelves shall be of lattice construction. R.R.O. 1970, Reg. 817, s. 8.

DISINFESTING OF UPHOLSTERED AND STUFFED ARTICLES

**11.**—(1) Before being sold or offered for sale, an upholstered or stuffed article referred to in clause 18 (1) (*c*) of the Act shall be disinfested by a Class 1 or 2 exterminator,

(*a*) licensed under the *Pesticides Act*;

(*b*) who uses a Schedule 1 substance, classified under clause 20 (*a*) of Regulation 751 of Revised Regulations of Ontario, 1980; and

(*c*) who has complied with the requirements of clauses 42 (1) (*c*), (*d*), (*e*), (*f*) and (*g*) of Regulation 751 of Revised Regulations of Ontario, 1980 and is exempt from subsection 7 (1) of the *Pesticides Act* and sections 34, 37, 39 and 40 of the said Regulation 751.

(2) The upholstered or stuffed article, referred to in subsection (1), shall be disinfested in an enclosed space or vault that,

(*a*) is gas-tight;

(*b*) where the vault is inside or opens into a building, has been approved under subsection 42 (3) of Regulation 751 of Revised Regulations of Ontario, 1980; and

(*c*) is equipped with,

(i) a sheet-metal lining of which the joints are soldered and which covers the walls and ceiling,

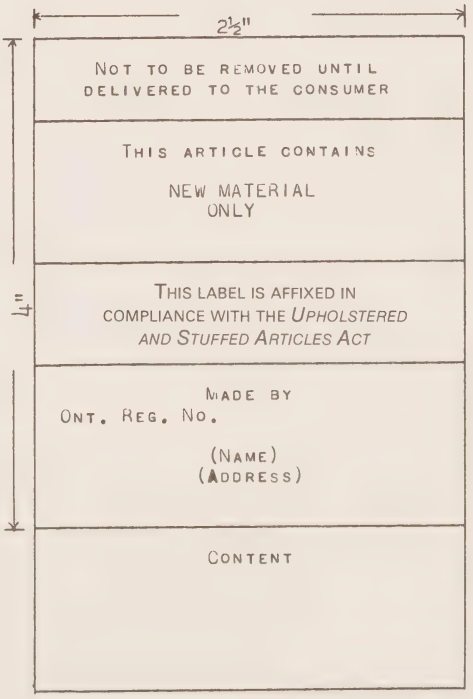
(ii) a concrete floor or wooden floor of which the joints are made gas-tight by means of tar,

(iii) a rubber gasket around the perimeter of all doors,

(iv) an exhaust fan controlled by a switch from outside the enclosed space or vault, capable of giving ten changes of air per hour and discharging exhaust gases into outside atmosphere at a point removed from any door, window or opening, and

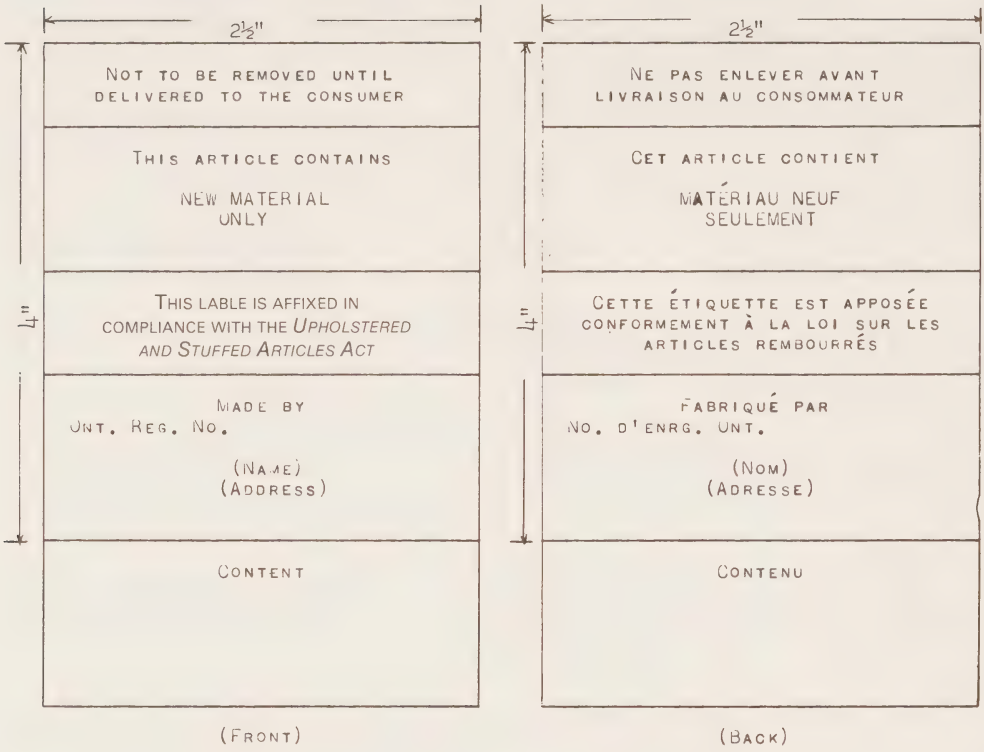
(v) provision to introduce gas from outside the enclosed space or vault. R.R.O. 1970, Reg. 817, s. 9.

**Form 1**



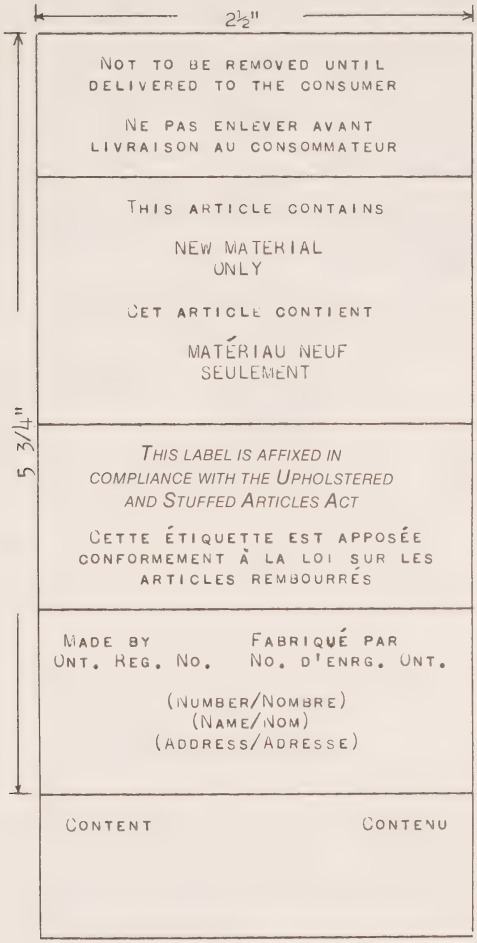

O. Reg. 340/77, s. 2, *part*.

Form 2



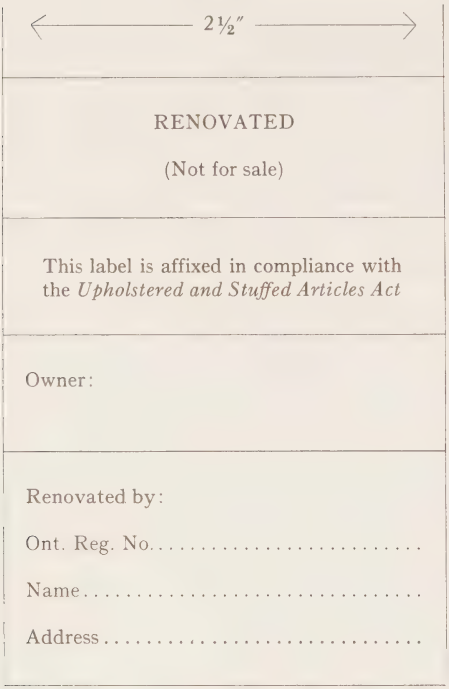

O. Reg. 340/77, s. 2, *part*.

Form 3



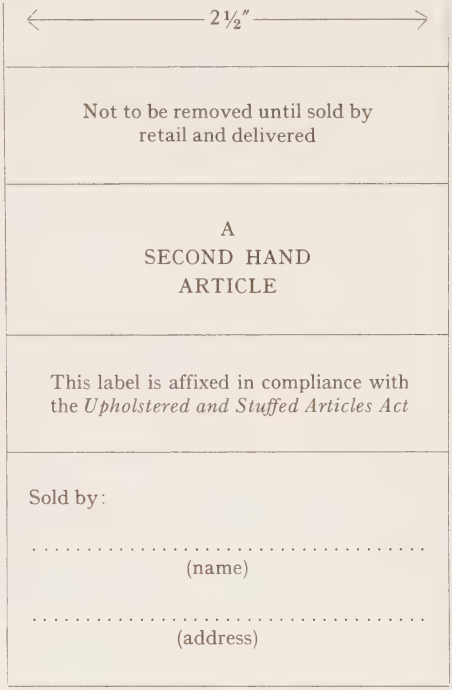

O. Reg. 340/77, s. 2, *part*.

Form 4



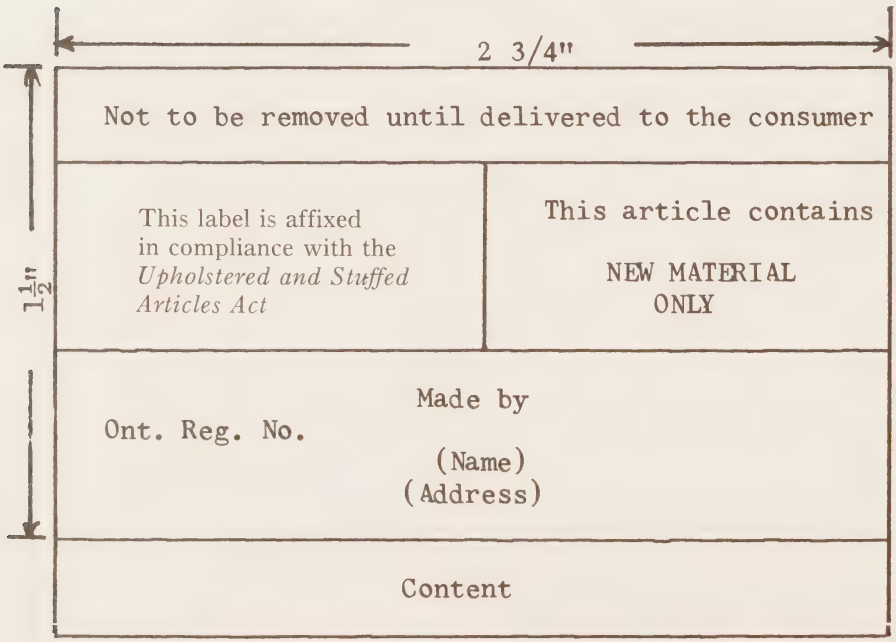

O. Reg. 105/74, s. 4, *part*.

Form 5



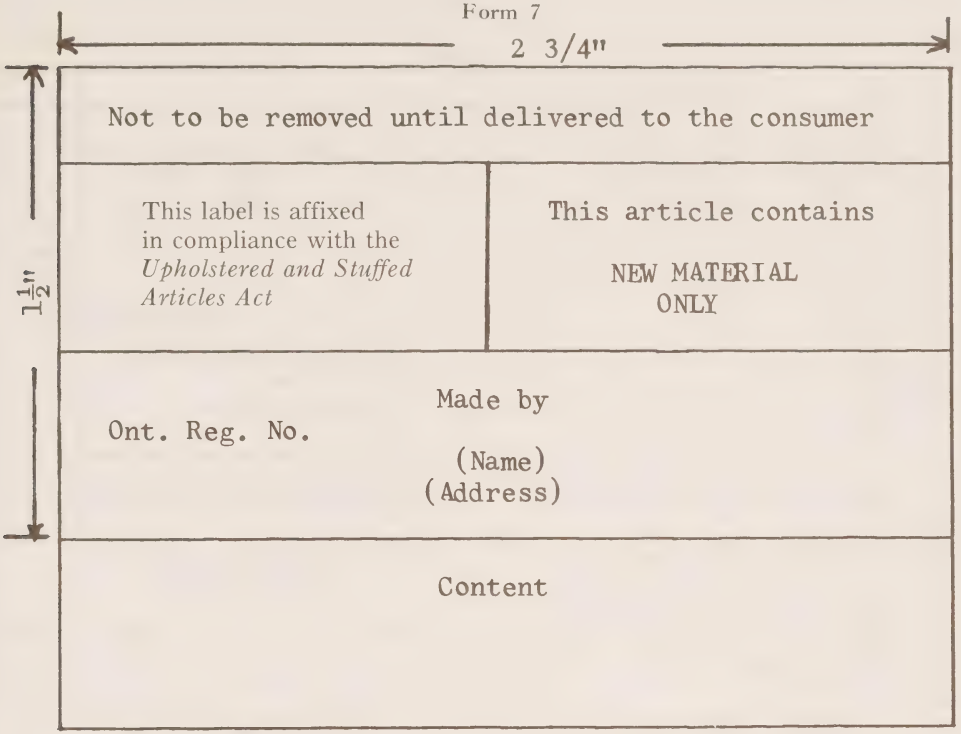

O. Reg. 105/74, s. 4, *part*.

Form 6

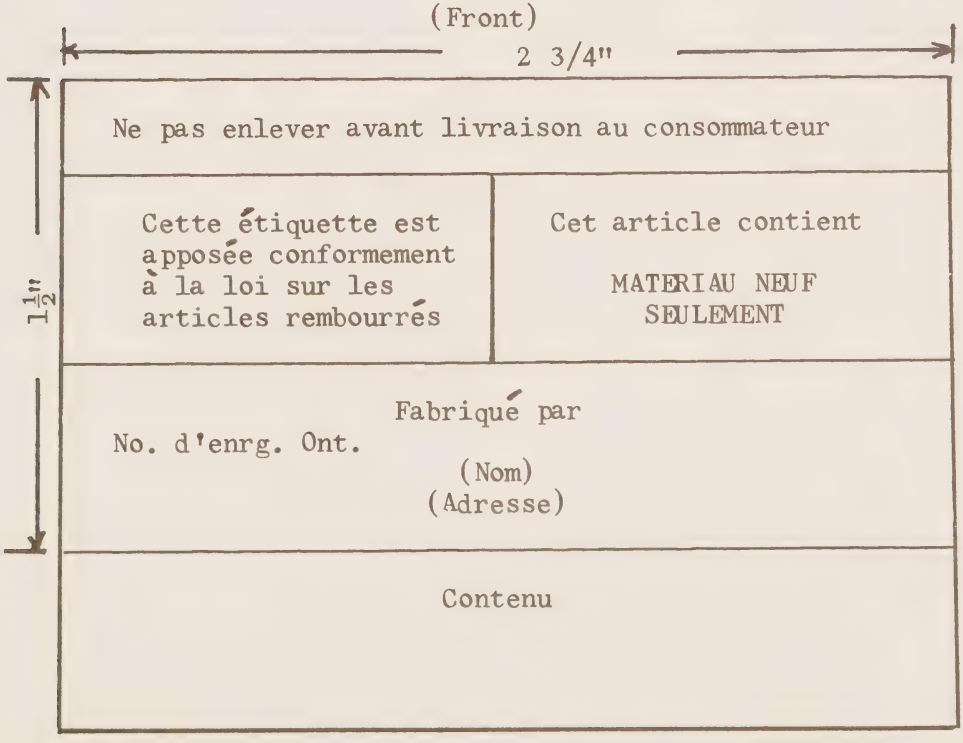



O. Reg. 340/77, s. 3, *part*.

Form 7




(Front)




(Back)

O. Reg. 340/77, s. 3, *part.*

Form 8

2 3/4"

1½"

| | |
|---|---|
| not to be removed until delivered to the consumer | ne pas enlever avant livraison au consommateur |
| This label is affixed in compliance with the *Upholstered and Stuffed Articles Act* | Cette étiquette est apposée conformément à la loi sur les articles rembourrés. |
| This article contains<br><br>NEW MATERIAL ONLY | Cet article contient<br><br>MATERIAU NEUF SEULEMENT |
| Made by<br><br>ONT. REG. No. | Fabriqué par<br><br>No. d'enrg. Ont. |

CONTENT Contenu

O. Reg. 3/79, s. 5 (2)

Form 9

TAKE NOTICE

Under the authority of section 19 of the *Upholstered and Stuffed Articles Act*, this article is ordered

OFF SALE

and to remain off sale until this tag has been removed by an authorized person.

It is illegal to sell, or offer to sell or to exchange, lease or deliver this article or to remove this tag.

..... .....
Date Official Signature

O. Reg. 105/74, s. 4, *part*.

Form 10

FOR RENOVATION
(Not for sale)

This label is affixed in compliance with the *Upholstered and Stuffed Articles Act*

Owner .....

Address .....

O. Reg. 105/74, s. 4, *part*.

Form 11

*Upholstered and Stuffed Articles Act*

APPLICATION FOR REGISTRATION

To:

The Ministry of Consumer and
Commercial Relations,
Upholstered and Stuffed Articles Branch,
555 Yonge St.,
4th Floor,
Toronto, Ontario.

For Office Use Only
Registration Number(s)

1.
2.
3.
4.
5.
6.
7.
8.
9.

Date Issued

Name of Firm .....
(please print)

Address of Firm .....

Name of Owner or Partners .....

.....

.....

Names of Officers (if Corporation) .....

.....

.....

Number of Registration Nos. required .....

Check Nature of Business

Manufacturer ☐

Renovator ☐

Manufacturer-Renovator ☐
(Less than 25 new articles per registration period)

Type(s) of Articles Manufactured or Renovated (please print):

.....

I hereby declare the answers given in this application to be true:

Date..... Signed.....

This application must be accompanied by a certified cheque payable to the Treasurer of Ontario and Minister of Economics and should be forwarded to the address at the top of this application form.

R.R.O. 1970, Reg. 817, Form 19.

Form 12

*Upholstered and Stuffed Articles Act*

APPLICATION FOR MAINTENANCE OF REGISTRATION

To: The Ministry of Consumer and Commercial Relations,
Upholstered and Stuffed Articles Branch,
555 Yonge Street, 4th Floor,
Toronto, Ontario

Name of Firm.....

Address of Firm.....

Anniversary Date of Present Registration.....

I hereby make application for maintenance of the following Registration Number(s):

| | |
|---|---|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Date..... Signed.....

This application must be accompanied by a certified cheque, payable to the Treasurer of Ontario and should be forwarded to the address at the top of this application form.

R.R.O. 1970, Reg. 817, Form 20.

**Schedule**

| Column I | Column II | Column III |
|---|---|---|
| Class | Main Stuffing Material | Description |
| Cotton | 1. White Cotton Felt | A mixture containing predominantly cotton linters, staple cotton and cotton by-products that may include white fibres other than cotton. |
| Hair | 2. Hair | A stuffing made from the filamentous epidermal outgrowth of mammals |
| Down and Feathers | 3. Down | Stuffing made from the undercoating of water fowl consisting of light, fluffy filaments growing from one quill point but without quill shafts or stuffing that is composed of the following products:<br>Down and plumules, at least..... 75%*<br>Down fibre..... 5% maximum<br>Small, fine fluffy feathers..... 15% maximum<br>Feather fibre and residue..... 5% maximum<br>* Percentages are by weight of products. |
| | 4. Down and Feathers | A mixture of down and feathers containing not less than 51% by weight of down. |
| | 5. Feathers and Down | A mixture of feathers and down containing not less than 20% by weight of down. |
| | 6. Feathers | Stuffing made from the plumage, other than down, of any kind of land or water fowl. |
| Cellular Products | 7. (Organic Base) Foam (see note 1) | Stuffing made from a polymerized material consisting of a mass of thin walled cells produced chemically or physically. |
| | 8. Chipped Foam | A stuffing material made of foam that has been subjected to a shredding process. |
| | 9. Bonded Foam | A stuffing material made of foam that has been shredded, cut or broken into pieces and cemented together. |
| | 10. (Organic Base) Molded Foam (see note 1) | A stuffing material made from foam that has been made in a mold in the shape in which it is intended to be used. |
| Cellulose Fibre | 11. By Generic Name (see note) | A fibre manufactured from a generated cellulosic substance. |
| Polymer Fibre | 12. By Generic Name (see note 2) | A manufactured fibre where the fibre forming the substance is a long chain synthetic polymer. |
| Glass Fibre | 13. Glass Fibre | A stuffing made from manufactured fibres in which the substance from which the fibres are formed is glass. |

| Column I | Column II | Column III |
|---|---|---|
| Class | Main Stuffing Material | Description |
| Natural and Miscellaneous Fibres | 14. Coconut Fibres | |
| | 15. Esparto Fibres | |
| | 16. Excelsior | |
| | 17. Flax Fibres | |
| | 18. Jute Fibres | |
| | 19. Kapok | |
| | 20. Sawdust | |
| | 21. Sisal Fibres | |
| New reworked material | 22. Reclaimed Fibres | New material that has been made into thread, yarn or fabric and that is subsequently shredded, cut or reduced to a fibrous state. |
| | 23. Reclaimed (material by name) | New material manufactured for use other than as stuffing that is subsequently reprocessed for use as stuffing. |

Notes:

1. Where foam or molded foam is used as a stuffing material, the name of the organic base from which it is made shall precede the term "foam" or "molded foam", as the case may be.

2. Every cellulose fibre and every polymer fibre shall be set out by the generic name for the fibre.

O. Reg. 105/74, s. 5, Sched.; O. Reg. 583/77, s. 1; O. Reg. 3/79, s. 6; O. Reg. 1119/80, s. 5.

# REGULATION 941

under the Venereal Diseases Prevention Act

GENERAL

**1.** In this Regulation,

(*a*) "clinic attendance" means a visit by a person infected or suspected of being infected with venereal disease to a clinic at which the person actually receives examination, treatment, supervision or after-care for venereal disease;

(*b*) "Director" means the Director of the Public Health Branch of the Ministry, or his successor, or any person designated by the Minister to exercise the duties of the Director of the Public Health Branch;

(*c*) "hospital" means a hospital to which section 16 of the Act applies. R.R.O. 1970, Reg. 819, s. 1; O. Reg. 790/76, s. 1; O. Reg. 982/80, s. 1.

EXAMINATION

**2.** An examination of a person by a physician to ascertain whether or not the person is infected with venereal disease shall include,

(*a*) a physical examination;

(*b*) an inspection of the skin and mucous membranes; and

(*c*) the obtaining of such specimens from the person as are necessary for laboratory examinations and tests. R.R.O. 1970, Reg. 819, s. 2.

NOTICE

**3.** Where the Minister, the Deputy Minister of Health, the Director or a medical officer of health is required or permitted by the Act or this Regulation to give or send a notice, report or direction to a person, he may give or send the notice, report or direction by prepaid registered mail addressed to the person at his latest known address. R.R.O. 1970, Reg. 819, s. 3.

REPORT OF PHYSICIAN

**4.** When requested in writing by the Director, a physician shall furnish to the Director any information that the physician has in his possession with respect to the condition and treatment of a person infected with venereal disease who is or has been under his diagnosis, treatment, care or charge. R.R.O. 1970, Reg. 819, s. 4.

CLINICS

**5.**—(1) A local board of health or a hospital that establishes a clinic for the treatment of persons infected or suspected of being infected with venereal disease shall appoint,

(*a*) a physician to have charge of the examination, treatment, supervision and after-care of patients in the clinic;

(*b*) an adequate staff of physicians and registered nurses to examine, treat, supervise and give after-care to all persons who apply for examination, treatment, supervision or after-care; and

(*c*) at least one registered nurse on the staff of the local board for epidemiological purposes. R.R.O. 1970, Reg. 819, s. 5 (1); O. Reg. 790/76, s. 2.

(2) The physician mentioned in clause (1) (*a*) is responsible to the local board of health or to the hospital, as the case may be, that has appointed him. R.R.O. 1970, Reg. 819, s. 5 (2).

**6.** No local board or a hospital shall appoint a physician in a clinic for the treatment of venereal disease unless the Minister has approved the appointment. R.R.O. 1970, Reg. 819, s. 6.

**7.** Where, for any reason, treatment of a person in a clinic is discontinued, the physician in charge of the clinic shall send a report in Form 1 to the Director. R.R.O. 1970, Reg. 819, s. 7.

**8.**—(1) In this Regulation, "designated clinic" means a clinic established, equipped, operated and maintained by a local board of health or a hospital in accordance with this Regulation for the treatment of persons infected or suspected of being infected with venereal disease.

(2) Subject to subsection (3), the Minister shall pay a grant, computed in accordance with section 9, in each year to each local board or hospital that maintains a designated clinic.

(3) The grant under subsection (2) shall be paid on the condition that the local board or the hospital,

(*a*) permits the Director to inspect the records, equipment, administration and treatment services of a clinic at any time;

(*b*) causes such examination, treatment, supervision and after-care for venereal disease as is necessary to be given to any person who applies at the clinic; and

(*c*) makes no charge for a service given under clause (*b*). R.R.O. 1970, Reg. 819, s. 8.

**9.**—(1) Where the clinic is operated and maintained by a local board of health, the amount of the grant shall be $7.50 in respect of each clinic attendance. O. Reg. 178/77, s. 1.

(2) The amount of the grant shall also include payment for medical services rendered in a designated clinic by a physician for diagnosis and treatment of persons infected with or suspected of being infected with venereal disease and the amount of the grant shall be equal to,

(*a*) the amount that would be payable for medical services as insured health services under the *Health Insurance Act*; and

(*b*) the amount payable for the cost of drugs used in the treatment of persons in the clinic. O. Reg. 717/75, s. 1.

**10.** Where the treasurer of a municipality receives an account for medical services rendered by a physician to a person not insured under the *Health Insurance Act*, who is infected or is suspected of being infected with venereal disease within three months after the services are performed under the direction of the medical officer of health, the treasurer shall forward the accounts to the Minister within three months after he receives the accounts and the Minister shall pay a grant to the municipality equal to the amount that would be payable for the medical services, as insured health services under the *Health Insurance Act*, and where an account has been similarly received and submitted for drugs used in connection with the medical services the grant shall include 100 per cent of the cost of the drug. O. Reg. 717/75, s. 2.

APPEAL

**11.**—(1) Within two weeks after a notice has been given to the Minister under subsection 25 (1) of the Act, the Minister shall notify the person of the date, time and place for the hearing.

(2) The hearing shall be conducted *in camera*. R.R.O. 1970, Reg. 819, s. 11.

FORMS

**12.** The report under subsection 3 (3) of the Act shall be in Form 2. R.R.O. 1970, Reg. 819, s. 12.

**13.** A notice under subsection 4 (1) of the Act to a person suspected of being infected with venereal disease shall be in Form 3. R.R.O. 1970, Reg. 819, s. 13.

**14.** A notice from a medical officer of health to a physician designated by or satisfactory to the medical officer of health to examine a person who is or may be infected with venereal disease or who has been exposed to infection shall be in Form 4. R.R.O. 1970, Reg. 819, s. 14.

**15.** A report or certificate of the physician under subsection 4 (1) of the Act shall be in Form 5. R.R.O. 1970, Reg. 819, s. 15.

**16.** The directions of the medical officer of health under clause 4 (3) (*a*) of the Act as to the course of conduct to be pursued by a person infected with venereal disease shall be in Form 6. R.R.O. 1970, Reg. 819, s. 16.

**17.** The order of the medical officer of health under clause 4 (3) (*b*) of the Act for the removal and detention for treatment shall be in Form 7. R.R.O. 1970, Reg. 819, s. 17.

Form 1

*Venereal Diseases Prevention Act*

REPORT ON PERSONS WHO HAVE DISCONTINUED TREATMENT IN CLINICS

Date of report.....

Name.....

Address.....

Marital status.....Date of birth.....Sex.....

Type of venereal disease:

Syphilis

Gonorrhoea

Other type

Date admitted to clinic.....

State reasons, if known, for discontinuance of treatment.....

Where discharged, date of discharge.....

If discharged: 1. Cured.....

2. Transferred to another physician or clinic.....

If transferred to another physician or clinic:

Name of physician or clinic.....

Address.....

Particulars of any other reasons for discontinuing treatment.....

.....

Date of last blood test.....

Result.....

Date of last spinal-fluid test.....

Result.....

Remarks.....

.....
(signature of physician in charge of clinic)

.....
(name of clinic)

.....
(address of clinic)

R.R.O. 1970, Reg. 819, Form 1.

**Form 2**

*Venereal Diseases Prevention Act*

REPORT UNDER SECTION 3 (3) OF THE ACT

Registration No.....

1. Name in full of patient.....

   Sex.....

   Address.....

   Age..... Marital status.....

   Racial origin.....

2. Where patient has syphilis, give the following details:

   1. Duration of infection.....

   2. Previous treatment, if any, of this infection

      .....
      (yes or no)

   3. If answer to 2 is yes,

      where was treatment given?.....

      by whom was treatment given?.....

   4. Classification of syphilis:

      i. Primary.....

      ii. Secondary.....

      iii. Latent.....

      iv. Cardiovascular.....

      v. Neurosyphilis.....

      vi. Other tertiary.....

      vii. Prenatal or congenital...

      viii. Other.....

   5. Clinical and laboratory findings:

      i. Chancre.....
      (yes or no)

      ii. Dark field.....
      (positive or negative)

      iii. Blood test.....
      (positive or negative)

      iv. Cerebro-spinal fluid.....
      (positive or negative)

      v. Other clinical symptoms.....

3. Where patient has gonorrhoea, give the following details:

   1. Duration of infection.....

   2. Previous treatment, if any, of this infection

      .....
      (yes or no)

   3. Classification of gonorrhoea:

      i. Ophthalmia neonatorum.....

      ii. Other forms.....

   4. Clinical or laboratory findings:

      i. Clinical findings.....
      (yes or no)

      ii. Smear.....
      (positive or negative)

      iii. Culture.....
      (positive or negative)

4. Where patient has other venereal disease, state whether patient has:

   1. Chancroid.....
      (yes or no)

2. Lymphogranuloma.....
(yes or no)

3. Granuloma inguinale.....
(yes or no)

Date of report....., 19...

.....
(signature of physician, head or other person)

.....
(address)

R.R.O. 1970, Reg. 819, Form 2.

**Form 3**

*Venereal Diseases Prevention Act*

NOTICE TO PERSON WHO IS OR MAY BE INFECTED OR HAS BEEN EXPOSED TO INFECTION WITH VENEREAL DISEASE

To.....

of.....

Under the *Venereal Diseases Prevention Act*, you are directed to submit to an examination by.....
(name

.....
of physician) (address of physician)

a physician, within.....hours after receipt of this notice. You are further directed to procure and produce to me within.....after the examination a report or certificate of that physician that you are or are not infected with venereal disease, and, if you are infected, in what form.

.....
(signature of Medical Officer of Health)

for.....
(name of municipality or health unit)

Dated....., 19....

R.R.O. 1970, Reg. 819, Form 3.

**Form 4**

*Venereal Diseases Prevention Act*

NOTICE TO PHYSICIAN UNDER SECTION 4 (1) OF THE ACT.

To.....
(name of physician)

of.....
(address of physician)

You are notified that, under subsection 4 (1) of the *Venereal Diseases Prevention Act*, I have directed.....to you and directed
(name of person)

.....to submit to an examination by you
(him or her)

and to procure and produce to me within....hours a report or certificate from you that.....
(he or she) (is or is

.....infected with venereal disease.
not)

.....
Medical Officer of Health

for.....
(municipality or health unit)

Dated....., 19....

R.R.O. 1970, Reg. 819, Form 4.

**Form 5**

*Venereal Diseases Prevention Act*

REPORT OR CERTIFICATE OF PHYSICIAN UNDER SECTION 4 (1) OF THE ACT

I certify that, under the *Venereal Diseases Prevention Act* and the regulations, on the.....day of

....., 19...

I examined.....

of.....

and found.....to be.....
(him or her) (infected or not)

.....with venereal disease.
infected)

If infected, in what form is the venereal disease?

.....

.....
(signature of physician)

.....
(name and address of physician)

Dated....., 19....

R.R.O. 1970, Reg. 819, Form 5.

**Form 6**

*Venereal Diseases Prevention Act*

DIRECTION AS TO THE COURSE OF CONDUCT TO BE PURSUED BY A PERSON INFECTED WITH VENEREAL DISEASE

Under the *Venereal Diseases Prevention Act* and the regulations, you.....
(name)

of.....
(address)

are directed and required to present yourself to

.....
(name of physician or clinic)

of.....
(address)

to undergo medical treatment for venereal diseases.

.....
Medical Officer of Health

for.....
(municipality or health unit)

Dated....., 19....

R.R.O. 1970, Reg. 819, Form 6.

**Form 7**

*Venereal Diseases Prevention Act*

ORDER FOR REMOVAL AND DETENTION UNDER SECTION 4 (3) (*b*) OF THE ACT

To All Peace Officers of.....
(name of municipality)

Whereas

(*a*) .....of
(name of person)

.....
(address of person)

under section 4 of the Act was directed to submit to an examination by.....
(name of physician)

.....on the.....day of .....,19...;

(*b*) by the report or certificate of the physician it appears that.....
(name of person)

is infected with venereal disease;

(*c*) under subsection 4 (4) of the Act the Minister has given his approval to this order;

You are hereby commanded to remove.....
(name of person)

.....to.....
(place of detention)

and detain.....there for the prescribed
(him or her)

treatment until I am satisfied that an adequate degree of treatment has been attained.

.....
Medical Officer of Health

for.....
(municipality or health unit)

Dated....., 19....

R.R.O. 1970, Reg. 819, Form 7.

# REGULATION 942

under the Vital Statistics Act

## GENERAL

### REGISTRATION OF BIRTHS

**1.** A notice of birth under subsection 5 (1) of the Act shall be in Form 1. R.R.O. 1970, Reg. 820, s. 1.

**2.** A statement of birth under subsection 6 (1) of the Act shall be in Form 2. R.R.O. 1970, Reg. 820, s. 2.

**3.**—(1) A request under subsection 6 (8) of the Act to register a child in the name of the father shall be in Form 31.

(2) A statutory declaration under subsection 6 (5) of the Act shall be in Form 32.

(3) A request under subsection 6 (5) of the Act shall be in Form 33. R.R.O. 1970, Reg. 820, s. 3.

(4) A request under subsection 6 (11) of the Act shall be in Form 35. O. Reg. 670/76, s. 1.

**4.** An application for registration of the birth of a child after one year from the day of the birth shall be in Forms 4 and 5. R.R.O. 1970, Reg. 820, s. 4.

**5.** A statement under clause 10 (2) (*b*) of the Act shall be in Form 4. R.R.O. 1970, Reg. 820, s. 5.

**6.** A statutory declaration under clause 10 (2) (*c*) of the Act shall be in Form 5. R.R.O. 1970, Reg. 820, s. 6.

**7.**—(1) Subject to section 9, there shall be filed with the Registrar General under clause 10 (2) (*d*) of the Act at least one item of Class A evidence of birth.

(2) The evidence under clauses 8 (*a*) to (*e*) shall set out the date and place of birth and the names of either or both parents. R.R.O. 1970, Reg. 820, s. 7.

**8.** Class A evidence of birth consists of,

(*a*) a copy of the hospital record of the birth, certified by a competent official of the hospital;

(*b*) a copy of the record of the legally qualified medical practitioner or nurse in attendance at the birth, certified by the practitioner or nurse, as the case may be;

(*c*) a notarial copy of the record of the legally qualified medical practitioner or nurse in attendance at the birth;

(*d*) a baptismal certificate or other church record of the birth or a notarial copy of a baptismal certificate or other church record of the birth, if the baptism took place or the record was made not later than four years after the birth;

(*e*) an insurance policy on the life of the child, taken out before the child was more than four years of age;

(*f*) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,

(i) the date of publication of the newspaper,

(ii) an announcement of the birth, made not more than fifteen days after the date of the birth, and

(iii) the date and place of the birth and the names of the parents;

(*g*) a certified copy of any record of a child welfare organization but only where,

(i) the organization is approved by the Deputy Minister of Community and Social Services, and

(ii) the record was made before the child was four years of age, and sets out the age of the child or the date of birth; or

(*h*) a notice of birth in Form 1. R.R.O. 1970, Reg. 820, s. 8.

**9.** Where an applicant for registration of the birth of a child after one year from the day of the birth is unable to obtain Class A evidence of the birth, he may file with the Registrar General,

(*a*) an affidavit setting out his attempts to obtain Class A evidence of birth, together with the correspondence he has had in respect of those attempts; and

(*b*) at least two items of Class B evidence of birth. R.R.O. 1970, Reg. 820, s. 9.

**10.**—(1) Class B evidence of birth consists of,

(*a*) at least one letter or telegram,

(i) addressed to either or both parents,

(ii) dated not more than one month after the birth, and

(iii) setting out the date of birth;

(*b*) at least one book,

(i) addressed to the child before his fourth birthday, and

(ii) setting out the date of birth;

(*c*) a copy of any public or separate school record,

(i) setting out the name of the child and his age or date of birth, and

(ii) certified by the principal of the school or by a person who has custody of the record;

(*d*) a notarial copy of the birth entries in the family Bible but only where the certificate of the notary public sets out,

(i) that he has examined the family Bible,

(ii) that he has made an exact copy of the entries therein, and

(iii) that there have been no erasures or changes in the entries,

and, where known, in whose handwriting the entries were made;

(*e*) a certified copy of a census, immigration or consular record setting out the age of the child or the date of birth;

(*f*) a certified copy of any official health record,

(i) made before the child was twelve years of age, and

(ii) setting out the age of the child or the date of birth;

(*g*) a certified copy of any record of a child welfare organization but only where,

(i) the organization is approved by the Deputy Minister of Community and Social Services, and

(ii) the record was made before the child was ten years of age, and sets out the age of the child or the date of birth;

(*h*) an official marriage certificate setting out the date and place of birth;

(*i*) a baptismal certificate or other church record of the birth or a notarial copy of a baptismal certificate or other church record of the birth, where the baptism took place or the record was made after four years after the birth;

(*j*) affidavits of two persons, each stating,

(i) that the deponent is not related to the child,

(ii) the date when and place where the child was born,

(iii) that the deponent first saw the child not later than three months after the date of birth, or

(iv) the circumstances by which the deponent remembers the date of birth; and

(*k*) any other documentary evidence of birth.

(2) The circumstances given by the deponent under subclause (1) (*j*) (iv) shall be verified by documentary evidence of a death, marriage or another birth or other event.

(3) The affidavits under clause (1) (*j*) shall together be deemed to be one item of Class B evidence of birth. R.R.O. 1970, Reg. 820, s. 10.

**11.** The fee for registration of the birth of a child that has not been registered within one year from the date of birth, which includes the fee under section 55 for a birth certificate, is $5. O. Reg. 375/79, s. 1, *part*.

**12.** The fee for registration of the birth of a child under section 12 of the Act, which includes the fee under section 55 for a birth certificate, is $5 plus the fee for search under subsection 59 (1). O. Reg. 375/79, s. 1, *part*.

**13.** The fee payable for the amendment of a registration of a birth in accordance with subsection 6 (6) or (9) of the Act is $5. O. Reg. 375/79, s. 2.

**14.** An application to set aside the registration of a birth and cause the substitution of a new registration of birth in accordance with the facts contained in an adoption order, judgment or decree shall be in Form 6 and shall have attached thereto a statement of birth in Form 2 completed and certified by one of the adopting parents. R.R.O. 1970, Reg. 820, s. 13.

ALTERATIONS AND ADDITIONS OF GIVEN NAMES IN BIRTH REGISTRATIONS

**15.** The statutory declaration required by subsection 13 (1) of the Act shall set out,

(*a*) the registered name of the child;

(*b*) that,

(i) the given name by which the child was registered was changed within ten years after the birth of the child, or

(ii) where the child was registered without a given name, that a given name was given within ten years after the birth;

(*c*) the alteration or addition to be made on the registration of the birth; and

(*d*) whether the change of the given name was effected by baptism. R.R.O. 1970, Reg. 820, s. 14.

16. The fee for,

(*a*) the alteration of the given name by which a child was registered; or

(*b*) where the child was registered without a given name, the addition of a given name,

is $5. O. Reg. 375/79, s. 3, *part*.

REGISTRATION OF STILL-BIRTHS

17. A notice of a still-birth shall be in Form 1. R.R.O. 1970, Reg. 820, s. 16.

18. A statement of a still-birth under subsection 14 (1) of the Act shall be in Form 7. R.R.O. 1970, Reg. 820, s. 17.

19. An acknowledgment of registration of a still-birth shall be in Form 3. R.R.O. 1970, Reg. 820, s. 18.

20. A medical certificate as to the cause of a still-birth shall be in Form 8. R.R.O. 1970, Reg. 820, s. 19.

21. An application for registration of a still-birth after one year from the date of the still-birth shall be in Form 10. R.R.O. 1970, Reg. 820, s. 20.

22. The statutory declaration to be filed with the Registrar General upon an application for registration of a still-birth after one year from the day of the still-birth shall be in Form 10. R.R.O. 1970, Reg. 820, s. 21.

23.—(1) Subject to section 25, there shall be filed with the Registrar General upon an application for registration of a still-birth after one year from the day of the still-birth at least one item of Class A evidence of still-birth.

(2) The evidence under clause 24 (*a*), (*b*) or (*c*) shall set out the date and place of still-birth and the names of the parents. R.R.O. 1970, Reg. 820, s. 22.

24. Class A evidence of still-birth consists of,

(*a*) a copy of the hospital record of the still-birth, certified by a competent official of the hospital;

(*b*) a copy of the record of the duly qualified medical practitioner or nurse in attendance at the still-birth, certified by the practitioner or nurse, as the case may be;

(*c*) a notarial copy of the record of the duly qualified medical practitioner or nurse in attendance at the still-birth;

(*d*) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,

(i) the date of publication of the newspaper,

(ii) an announcement of the still-birth, made not more than fifteen days after the date of the still-birth, and

(iii) the date and place of the still-birth and the names of the parents;

(*e*) a notice of still-birth, in Form 1; or

(*f*) an acknowledgment of registration of still-birth, in Form 3. R.R.O. 1970, Reg. 820, s. 23.

25. Where an applicant for registration of a still-birth after one year from the day of the still-birth is unable to obtain Class A evidence of the still-birth, he may file with the Registrar General,

(*a*) an affidavit setting out his attempts to obtain Class A evidence of still-birth, together with the correspondence he has had in respect of those attempts; and

(*b*) at least two items of Class B evidence of still-birth. R.R.O. 1970, Reg. 820, s. 24.

26.—(1) Class B evidence of still-birth consists of,

(*a*) at least one letter or telegram,

(i) addressed to either or both parents,

(ii) dated not more than one month after the still-birth, and

(iii) setting out the date of still-birth;

(*b*) a notarial copy of the birth and still-birth entries in the family Bible but only where the certificate of the notary public sets out,

(i) that he has examined the family Bible,

(ii) that he has made an exact copy of the entries therein, and

(iii) that there have been no erasures or changes in the entries,

and, where known, in whose handwriting the entries were made;

(*c*) affidavits of two persons, each stating,

(i) that the deponent is not related to the still-born child,

(ii) the date when and place where the still-birth occurred, and

(iii) the circumstances by which the deponent remembers the date of the still-birth; or

(*d*) any other documentary evidence of still-birth.

(2) The circumstances given by the deponent under subclause (1) (*c*) (iii) shall be verified by documentary evidence of a birth, death, marriage or another still-birth or other event.

(3) The affidavits under clause (1) (*c*) shall together be deemed to be one item of Class B evidence of still-birth. R.R.O. 1970, Reg. 820, s. 25.

27. The fee for registration of a still-birth that has not been registered within one year from the day of the still-birth is $5. O. Reg. 375/79, s. 3, *part*.

REGISTRATION OF MARRIAGE

28. An acknowledgment of receipt of a statement of marriage under subsection 15 (2) of the Act shall be in Form 11. R.R.O. 1970, Reg. 820, s. 27.

29.—(1) Where a marriage has not been registered within one year of the day of the marriage, application for the registration of the marriage may be made to the Registrar General by either party to the marriage or by any other person. R.R.O. 1970, Reg. 820, s. 28 (1).

(2) The application shall,

(*a*) be in Form 12; and

(*b*) be accompanied by,

(i) particulars of the marriage in Form 13,

(ii) a statutory declaration in Form 14,

(iii) a fee, which includes the fee under section 56 for a marriage certificate, of $5, and

(iv) one item of Class A evidence of marriage or at least two items of Class B evidence of marriage. O. Reg. 243/72, s. 2; O. Reg. 375/79, s. 4.

30. Class A evidence of marriage consists of,

(*a*) a notarial copy of the record of the marriage in the marriage register of the church where solemnized;

(*b*) an affidavit of the person solemnizing the marriage, setting out the names of the parties and the date and place of their marriage; or

(*c*) an acknowledgment of receipt of a statement of marriage in Form 11. R.R.O. 1970, Reg. 820, s. 29.

31. Where an applicant for registration of a marriage not registered within one year of the day of marriage is unable to obtain Class A evidence of the marriage, he may file with the Registrar General,

(*a*) an affidavit setting out his attempts to obtain Class A evidence of the marriage, together with the correspondence he has had in respect thereto; and

(*b*) at least two items of Class B evidence of marriage. R.R.O. 1970, Reg. 820, s. 30.

32.—(1) Class B evidence of marriage consists of,

(*a*) a telegram dated the day of the marriage and addressed to either or both parties to the marriage;

(*b*) a wedding invitation or wedding announcement setting out the date and place of marriage and the names of the parties;

(*c*) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,

(i) the date of publication of the newspaper, and

(ii) an announcement of the marriage, the date and place thereof and the names of the parties;

(*d*) affidavits of two persons other than parties to the marriage, each stating,

(i) the date and place of the marriage and the names of the parties, and

(ii) that the deponent was present at the marriage ceremony; or

(*e*) any other documentary evidence of the marriage.

(2) The affidavits referred to in clause (1) (*d*) shall together be deemed to be one item of Class B evidence of marriage. R.R.O. 1970, Reg. 820, s. 31.

REGISTRATION OF DEATHS

**33.** A statement of a death under subsection 17 (2) of the Act shall be in Form 15. R.R.O. 1970, Reg. 820, s. 32.

**34.** The notice of registration of a death or still-birth under clause 35 (*p*) of the Act shall be in Form 17. R.R.O. 1970, Reg. 820, s. 33.

**35.** A medical certificate of a death under subsection 17 (3) or (4) of the Act shall be in Form 16. O. Reg. 39/74, s. 2.

**36.** An acknowledgment of registration of a death under clause 18 (3) (*a*) of the Act shall be in Form 18. R.R.O. 1970, Reg. 820, s. 35.

**37.** A burial permit under clause 18 (3) (*b*) of the Act shall be in Form 19. R.R.O. 1970, Reg. 820, s.36.

**38.** The fee for registration in another registration division under subsection 19 (1) of the Act is $1. R.R.O. 1970, Reg. 820, s. 37.

**39.** An application for registration of a death after one year from the day of the death shall be in Form 20. R.R.O. 1970, Reg. 820, s. 38.

**40.** The statutory declaration to be filed with the Registrar General under clause 23 (2) (*c*) of the Act shall be in Form 21. R.R.O. 1970, Reg. 820, s. 39.

**41.**—(1) Subject to section 43, there shall be filed with the Registrar General under clause 23 (2) (*d*) of the Act at least one item of Class A evidence of death.

(2) The evidence under clause 42 (*a*) or (*b*) shall set out the date and place of death and the name of the deceased. R.R.O. 1970, Reg. 820, s. 40.

**42.** Class A evidence of death consists of,

(*a*) a medical certificate of death, in Form 16;

(*b*) a notarial copy of the record of the funeral director; or

(*c*) an acknowledgment of registration of death, in Form 18. R.R.O. 1970, Reg. 820, s. 41.

**43.** Where an applicant for registration of a death after one year from the day of the death is unable to obtain Class A evidence of the death, he may file with the Registrar General,

(*a*) an affidavit setting out his attempts to obtain Class A evidence of the death, together with the correspondence he has had in respect thereto; and

(*b*) at least two items of Class B evidence of death. R.R.O. 1970, Reg. 820, s. 42.

**44.**—(1) Class B evidence of a death consists of,

(*a*) a letter or telegram,

(i) addressed to the applicant or a relative of the deceased,

(ii) dated not more than one month after the death, and

(iii) setting out the date of death and the name of the deceased;

(*b*) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,

(i) the date of publication of the newspaper, and

(ii) an announcement of the death, the date and place thereof, and the name of the deceased;

(*c*) a notarial copy of a burial permit or any cemetery record that sets forth the name of the deceased and the date of death;

(*d*) affidavits of two persons, each stating,

(i) the name of the deceased and the date and place of death,

(ii) the relationship between the deponent and the deceased, and

(iii) that the deponent was present at the funeral and saw the body of the deceased; or

(*e*) any documentary evidence of death.

(2) The affidavits referred to in clause (1) (*d*) shall together be deemed to be one item of Class B evidence of death. R.R.O. 1970, Reg. 820, s. 43.

**45.** The fee for registration of a death that is not registered within one year from the day of death, which includes the fee under section 57 for a death certificate, is $5. O. Reg. 375/79, s. 5, *part*.

REGISTRAR'S STATEMENT OF FINAL DECREE OF DIVORCE

**46.**—(1) The statement under subsection 27 (1) of the Act with respect to a final decree of divorce entered by the Registrar of the Supreme Court or a local regis-

trar of the Supreme Court shall be in Form 22 or in Form 1 of the Schedule to the Divorce Regulations, Consolidated Regulations of Canada, 1978, Chapter 557.

(2) The statement shall be forwarded to the Registrar General not later than ten days after the Registrar or the local registrar enters the final decree of divorce. R.R.O. 1970, Reg. 820, s. 45.

CORRECTION OF ERRORS IN REGISTRATIONS

47. The statutory declaration referred to in subsection 30 (3) of the Act shall be in Form 23. R.R.O. 1970, Reg. 820, s. 46.

48. Where under subsection 30 (3) of the Act the Registrar General corrects an error in registration, the fee therefor is $5. O. Reg. 375/79, s. 5, *part*.

SUBSTITUTION OF REGISTRATION

49. The statutory declaration referred to in subsection 31 (1) of the Act shall be in Form 24. R.R.O. 1970, Reg. 820, s. 48.

50. The fee for a new registration under subsection 31 (1) of the Act is $10. O. Reg. 243/72, s. 3, *part*.

REGISTRATION DIVISIONS

51.—(1) The territorial districts of Ontario are divided into ninety-three registration divisions, each of which is described in one of the schedules.

(2) In the Schedules, "township", except where otherwise provided, means geographic township.

(3) In the Schedules, a reference to a lettered township, a numbered township or a numbered and lettered township, whether in a range or otherwise, is a reference to that township as it was so designated on the 2nd day of July, 1975.

(4) Every Indian agent in Ontario is authorized to act *ex officio* as division registrar for the Indians under his jurisdiction. R.R.O. 1970, Reg. 820, s. 50, *revised*.

DUTIES OF DIVISION REGISTARS

52.—(1) A division registrar shall transmit to the Registrar General at the beginning of each week,

(*a*) a statement in Form 25 setting out the total of the registrations made by him of births, deaths and still-births during the preceding week; and

(*b*) the statements of personal particulars, notices of births and still-births, medical certificates as to the cause of still-births, and medical certificates of deaths received by him in respect of those registrations.

(2) Where no birth, death or still-birth has been registered, the report of that fact shall be in Form 25. R.R.O. 1970, Reg. 820, s. 51.

53.—(1) The division registrar shall keep separate indexes for registrations of births, deaths and still-births.

(2) The index for registrations of birth shall contain the following particulars of each birth:

1. Name of the child.
2. Date of birth.
3. Place of birth.
4. Sex.
5. Date of registration.
6. Registration No.
7. Name and post office address of,
   i. the person who completed the statement of birth, and
   ii. the legally qualified medical practitioner or nurse in attendance at the birth.

(3) The index for registrations of deaths shall contain the following particulars of each death:

1. Name of deceased.
2. Date of death.
3. Place of death.
4. Cause of death.
5. Sex.
6. Date of registration.
7. Registration No.
8. Name and post office address of,
   i. the person who completed the statement of death,
   ii. the legally qualified medical practitioner or coroner who completed the medical certificate of death, and
   iii. the funeral director in charge of the body.

(4) The index for registrations of still-births shall contain the following particulars of each still-birth:

1. Name of the still-born child.

2. Date of still-birth.

3. Place of still-birth.

4. Sex.

5. Date of registration.

6. Registration No.

7. Name and post office address of,

i. the person who completed the statement of still-birth,

ii. the legally qualified medical practitioner or coroner who completed the medical certificate as to the cause of a still-birth, and

iii. the funeral director in charge of the body. R.R.O. 1970, Reg. 820, s. 52.

CERTIFICATES

**54.** A certificate of the Registrar General under subsection 37 (1) of the Act shall be in Form 26. R.R.O. 1970, Reg. 820, s. 53.

**55.** A birth certificate of a live birth shall be in Form 27 and the fee therefor, which includes the fee under subsection 59 (1) for search in respect of one five-year period, is $5. O. Reg. 375/79, s. 5, *part*.

**56.** A marriage certificate shall be in Form 28 and the fee therefor, which includes the fee under subsection 59 (1) for search in respect of one five-year period, is $5. O. Reg. 375/79, s. 5, *part*.

**57.** A death certificate shall be in Form 29 and the fee therefor, which includes the fee under subsection 59 (1) for search in respect of one five-year period, is $5. O. Reg. 375/79, s. 5, *part*.

**58.** The fee for a certified copy of a registration of birth, marriage, death or still-birth is $3. O. Reg. 243/72, s. 3, *part*.

FEE FOR SEARCHES

**59.**—(1) The fee to have a search made for the registration of a birth, marriage, death or still-birth,

(*a*) in the indexes kept in the office of the Registrar General; or

(*b*) in any record kept in the office of the Registrar General under section 29 of the Act,

s $5 for a search within each five-year period.

(2) The fee to have search made for registration of,

(*a*) an adoption order, judgment or decree or change of name; or

(*b*) a statement of divorce under subsection 27 (2) of the Act,

is $2 for a search within each three-year period. O. Reg. 375/79, s. 5, *part*.

POWERS AND DUTIES OF DEPUTY REGISTRAR GENERAL

**60.**—(1) Except as set forth in subsections 3 (3), (4) and (5) of the Act, the powers and duties of the Registrar General under the Act are delegated to the Deputy Registrar General. O. Reg. 2/77, s. 1.

(2) Notwithstanding subsection (1), the Registrar General may exercise the powers and perform the duties prescribed for him under the Act. R.R.O. 1970, Reg. 820, s. 59 (2).

DUTIES OF INSPECTORS

**61.**—(1) An inspector shall, in the registration divisions assigned to him,

(*a*) inspect the offices of division registrars;

(*b*) examine the registrations, records, notices, documents and indexes in the possession of division registrars in order to ensure that the Act and this Regulation have been complied with;

(*c*) inspect the registrations in the possession of the division registrars to ensure that the registrations have been written legibly in durable ink;

(*d*) instruct division registrars in their duties and advise them on any matter arising under the Act or this Regulation;

(*e*) visit legally qualified medical practitioners, nurses, coroners, funeral directors, cemetery owners and other persons who have failed to comply with the Act or this Regulation, and investigate the reasons for the failure;

(*f*) advise legally qualified medical practitioners, nurses, coroners, funeral directors and cemetery owners of their duties under the Act and this Regulation;

(*g*) investigate and prepare a written report on any matter referred to him by the Registrar General or the Deputy Registrar General;

(*h*) visit cemetery owners and inspect the burial permits in their possession in order to ensure that the deaths have been registered in accordance with the Act and this Regulation;

(*i*) investigate complaints arising under the Act or this Regulation;

(*j*) investigate contraventions of the Act or this Regulation that are reported to him and prepare a written report thereon in duplicate;

(*k*) prepare a separate report, in triplicate, on each registration division he has inspected during the week; and

(*l*) prepare a weekly summary, in duplicate, setting out,

(i) the registration divisions and hospitals he has visited,

(ii) the names and addresses of duly qualified medical practitioners, nurses, coroners, funeral directors, cemetery owners and other persons he has visited,

(iii) the number of miles he has travelled in performing his duties, and

(iv) his itinerary for the week next following.

(2) The original of the report referred to in clause (1) (*j*) shall be forwarded to the Deputy Registrar General and the copy shall be retained by the inspector. R.R.O. 1970, Reg. 820, s. 60.

62.—(1) A report referred to in clause 61 (1) (*k*) shall,

(*a*) be signed by the inspector; and

(*b*) set out in detail the result of the inspection and the inspector's recommendations.

(2) The original of the report shall be forwarded to the Deputy Registrar General.

(3) One copy of the report shall be given to the division registrar and the other copy shall be retained by the inspector. R.R.O. 1970, Reg. 820, s. 61.

63.—(1) The original of the summary referred to in clause 61 (1) (*l*) shall be forwarded to the Deputy Registrar General.

(2) The copy of the summary shall be retained by the inspector. R.R.O. 1970, Reg. 820, s. 62.

SYSTEM OF FILING OF REGISTRATIONS

64.—(1) Registrations of births, marriages, deaths, still-births, adoptions, divorces and changes of name that are received in the office of the Registrar General shall be filed each year in seven separate series of volumes.

(2) The registrations in each series shall be consecutively numbered beginning with 001.

(3) The volumes in each series shall be consecutively numbered beginning with 001.

(4) Each complete volume shall contain 999 registrations. R.R.O. 1970, Reg. 820, s. 63.

65.—(1) The Registrar General shall prepare an index for each complete volume of registrations.

(2) The index of registrations of births shall contain the following particulars of each birth:

1. Name of the child.
2. Date of birth.
3. Place of birth.
4. Sex.
5. Year of registration.
6. Registration number.

(3) The index of registrations of marriages shall contain the following particulars of each marriage:

1. Names of the parties.
2. Date of the marriage.
3. Place of the marriage.
4. Year of registration.
5. Registration number.

(4) The index of registrations of deaths shall contain the following particulars of each death:

1. Name, age and marital status of the deceased.
2. Date of death.
3. Place of death.
4. Sex.
5. Year of registration.
6. Registration number.

(5) The index of registrations of still-births shall contain the following particulars of each still-birth:

1. Name of the still-born child.
2. Date of still-birth.
3. Place of still-birth.
4. Sex.
5. Year of registration.
6. Registration number.

(6) The index of registations of orders of adoptions shall contain the following particulars of each adoption:

1. Date and place of the adoption order.
2. Name of the child before adoption.
3. Name of the child after adoption.
4. Date of birth.
5. Year of registration.
6. Registration number.

(7) The index of registrations of statements of divorces registered under subsection 27 (2) of the Act shall contain the following particulars of each divorce:

1. Names of the parties to the divorce.
2. Place of divorce.
3. Date of decree absolute.
4. Year of registration.
5. Registration number.

(8) The index of registrations of orders respecting changes of name shall contain the following particulars of each change of name:

1. Name of person before the change of name.
2. Name of person after the change of name.
3. Date and place of the change of name.
4. Year of registration.
5. Registration number. R.R.O. 1970, Reg. 820, s. 64.

SUB-REGISTRARS

**66.** Where, with the approval of the Registrar General, the division registrar in a city having a population of 50,000 or over appoints a sub-registrar to carry out the provisions of the Act with respect to the registration of deaths and for the issuing of burial permits, the sub-registrar shall,

(*a*) within twenty-four hours after he issues a burial permit, forward to the division registrar by whom he was appointed,

(i) the statement of death, in Form 15, and

(ii) the medical certificate of death, in Form 16; and

(*b*) keep a chronological index containing the following particulars of each death:

1. Name of deceased.
2. Date of death.
3. Place of death.
4. Cause of death.
5. Sex.
6. The name and address of the person who completed the statement of death.
7. The name and address of the legally qualified medical practitioner or coroner who completed the medical certificate of death.
8. The name and address of the funeral director in charge of the body. R.R.O. 1970, Reg. 820, s. 65.

ACCESS TO AND INFORMATION FROM RECORDS

**67.**—(1) The Regional Director of Family Allowances for Canada may have access to or may be given information from the records in the Registrar General's office but only after he has taken an oath of secrecy in Form 30.

(2) A representative of Canada, duly authorized in writing, may have access to or may be given information from the records in the Registrar General's office but only after he has taken an oath of secrecy in Form 30.

(3) A representative of Ontario or another province, duly authorized in writing, may be given information from the records in the Registrar General's office but only after he has taken an oath of secrecy in Form 30.

(4) Upon application to the Registrar General, a representative of another state or country may be given information from the records in the Registrar General's office but only after he has taken an oath of secrecy in Form 30.

(5) The medical officer of health of a municipality or health, unit, as the case may be, may be given information from the records in any division registrar's office but only after he has taken an oath of secrecy in Form 30.

(6) Any officer, clerk or servant of a board of health who is designated in writing for the purpose by the medical officer of health may be given information from the records in the office of the division registrar but only after he has taken an oath of secrecy in Form 30.

(7) A member of a police force of a municipality within Ontario may be given information from the records in the Registrar General's office, but only after he has taken an oath of secrecy in Form 30.

(8) A representative of a children's aid society approved by the Lieutenant Governor in Council under the *Child Welfare Act*, may be given information from the records in the Registrar General's office, but only after he has taken an oath of secrecy in Form 30.

(9) The payment of any fee for information given under subsections (1) to (9) is waived. R.R.O. 1970, Reg. 820, s. 66.

OFFICERS TO SIGN REGISTRATIONS AND NOTATIONS

**68.** The following officers may sign registrations and notations:

1. Registrar General.
2. Deputy Registrar General.
3. Assistant Deputy Registrar General.
4. The clerk in charge of applications to register a birth, still-birth, marriage or death after one year from the date thereof.
5. The clerk in charge of current registrations. R.R.O. 1970, Reg. 820, s. 67, *revised*.

COPIES OF DOCUMENTS

**69.**—(1) The fee for a certified copy of any document required under subsection 8 (3) of the *Marriage Act* that is forwarded to the Registrar General under section 14 of that Act is $3.

(2) No certified copy of any document mentioned in subsection (1) shall be issued by the Registrar General except to one of the parties to the marriage that was dissolved or annulled, to the solicitor of one of the parties or to the solicitor of one of the parties to a subsequent marriage. O. Reg. 375/79, s. 6.

**70.** The Registrar General may issue a statement in Form 34 respecting particulars of the birth of a person,

(*a*) who has been adopted in Ontario; and

(*b*) who was born in a jurisdiction where a birth certificate in his adoptive name is not obtainable,

if the applicant for the statement files with the Registrar General a certified copy of the person's original birth certificate and a certified copy of the adoption order and pays a fee of $5. O. Reg. 375/79, s. 7.

**Schedule 1**

In the Territorial District of Algoma:

Beginning at the northwest angle of the District; thence easterly along the northerly limit of the District to the northwest angle of the Township of Storey in the Territorial District of Cochrane; thence southerly along the westerly limit of the townships of Storey and Langemarck in the Territorial District of Cochrane and continuing southerly along the westerly limit of the townships of Dowsley and Farquhar in the Territorial District of Algoma to the northerly limit of the Township of Lascelles; thence easterly along the northerly limit of the Township of Lascelles to the northwest angle of the Township of Woolrich; thence southerly along the westerly limit of the townships of Woolrich, Derry, Ermine, Carney and Simpson to the northwest angle of the Township of St. Julien; thence westerly along the production westerly of the northerly limit of the Township of St. Julien to the northeast angle of the Township of Tp. 61; thence continuing westerly along the northerly limit of the townships of Tp. 62 and Tp. 63 to the southeast angle of the Township of Tp. 66; thence northerly along the easterly limit of the Township of Tp. 66 to the northeast angle thereof; thence westerly along the northerly limit of the Township of Tp. 66 and the production westerly of that limit to the westerly limit of the Territorial District of Algoma; thence northerly along that limit to the place of beginning; excepting therefrom the municipal Township of Wicksteed. R.R.O. 1970, Reg. 820, Sched. 1.

**Schedule 2**

In the Territorial District of Algoma:

The townships of,

(*a*) Abbott, Alderson, Allenby and Amundsen;

(*b*) Bourinot, Buchan and Byng;

(*c*) Carney, Champlain, Clouston, Coderre, Concobar, Conking and Cromlech;

(*d*) Davin, Derry, Doherty and Downsley;

(*e*) Ebbs, Ericson and Ermine;

(*f*) Farquhar and Franz;

(*g*) Hawkins, Hayward and Hook;

(*h*) Irving;

(*i*) Kapuskasing and Kirkwall;

(*j*) Legge, Lerwick and Lougheed;

(*k*) Marjorie, Makawa, Martin, Maude, McFarlan, Mildred, Minnipuka, Mons and Moorehouse;

(*l*) Nebotik;

(*m*) Opazatika and Oscar;

(*n*) Pelletier and Puskuta;

(*o*) Radisson and Roche;

(*p*) Scholfield, Shanly, Simpson and Stefansson;

(*q*) Talbott and Templeton;

(*r*) Usnac; and

(*s*) Walls and Woolrich. R.R.O. 1970, Reg. 820, Sched. 2.

**Schedule 3**

In the Territorial District of Algoma:

The townships of,

(*a*) Abigo, Acton and Amilk;

(*b*) Challener;

(*c*) Glasgow;

(*d*) Kildare;

(*e*) Meath;

(*f*) Pearkes;

(*g*) St. Julien;

(*h*) Winget; and

(*i*) Tp. 46, Tp. 47, Tp. 48, Tp. 49, Tp. 51 and Tp. 52. R.R.O. 1970, Reg. 820, Sched. 3.

**Schedule 4**

In the Territorial District of Algoma:

The townships of,

(*a*) Tp. 28 to Tp. 33, both inclusive, Range 27;

(*b*) Tp. 32 and Tp. 33, Range 28;

(*c*) Tp. 53, Tp. 54, Tp. 55 and Tp. 56;

(*d*) Tp. 61, Tp. 62, Tp. 63, Tp. 64, Tp. 65 and Tp. 66;

(*e*) Hunt; and

(*f*) Tilston. R.R.O. 1970, Reg. 820, Sched. 4.

**Schedule 5**

In the Territorial District of Algoma:

The townships of,

(*a*) Tp. 25 to Tp. 33, both inclusive, Range 25;

(*b*) Tp. 25 to Tp. 33, both inclusive, Range 26;

(*c*) Tp. 24 to Tp. 33, both inclusive, Range 23;

(*d*) Tp. 24 to Tp. 33, both inclusive, Range 24;

(*e*) Tp. 24 to Tp. 31, both inclusive, Range 18;

(*f*) Tp. 24 to Tp. 31, both inclusive, Range 19;

(*g*) Tp. 24 to Tp. 31, both inclusive, Range 20;

(*h*) Tp. 24 to Tp. 31, both inclusive, Range 21;

(*i*) Tp. 24 to Tp. 31, both inclusive, Range 22;

(*j*) Tp. 24 to Tp. 30, both inclusive, Range 17;

(*k*) Tp. 24 to Tp. 29, both inclusive, Range 16; and

(*l*) Tp. 43 and Tp. 45. R.R.O. 1970, Reg. 820, Sched. 5.

**Schedule 6**

In the Territorial District of Algoma:

The townships of,

(*a*) Tp. 24, Tp. 25, Tp. 26, Tp. 28 and Tp. 29, Range 15;

(*b*) Tp. 22 to Tp. 29, both inclusive, Range 14;

(*c*) Tp. 22 to Tp. 28, both inclusive, Range 13;

(*d*) Tp. 22 to Tp. 27, both inclusive, Range 12;

(*e*) Tp. 22, Tp. 23 and Tp. 24, Range 11;

(*f*) Tp. 22 and Tp. 23, Range 10;

(*g*) Aberdeen, Anderson, Archibald and Aweres;

(*h*) Chesley, Chesley Additional and Curtis;

(*i*) Dennis, Deroche and Duncan;

(*j*) Fenwick and Fisher;

(*k*) Gaudette and Gillmor;

(*l*) Havilland, Herrick, Hodgins and Home;

(*m*) Jarvis;

(*n*) Kars;

(*o*) Kehoe and Kincaid;

(*p*) Ley;

(*q*) Marne and McMahon;

(*r*) Palmer, Pennefather and Plummer;

(*s*) Ryan;

(*t*) Shields;

(*u*) Tilley and Tupper;

(*v*) Van Koughnet; and

(*w*) Whitman. R.R.O. 1970, Reg. 820, Sched. 6.

**Schedule 7**

In the Territorial District of Algoma:

The townships of,

(*a*) Bridgland and Bright;

(*b*) Galbraith, Gladstone, Gould and Grasett;

(*c*) Haughton;

(*d*) Kirkwood;

(*e*) Montgomery and Morin;

(*f*) Otter;

(*g*) Parkinson and Patton;

(*h*) Rose;

(*i*) Wells; and

(*j*) Tp. 1D, Tp. 1E, Tp. 1F, Tp. 2D, Tp. 2E, Tp. 2F, Tp. 3D, Tp. 3E, Tp. 3F, Tp. 3G, Tp. 3H, Tp. 4D, Tp. 4E, Tp. 4F, Tp. 4G, Tp. 4H, Tp. 5D, Tp. 5E, Tp. 5F, Tp. 5G, Tp. 5H, Tp. 6D, Tp. 6E, Tp. 6F, Tp. 6G, Tp. 6H, Tp. 7D, Tp. 7E, Tp. 7F, Tp. 7G, Tp. 7H, Tp. 175, Tp. 176, Tp. 182, Tp. 188, Tp. 195, Tp. 196, Tp. 201 and Tp. 202. R.R.O. 1970, Reg. 820, Sched. 7.

**Schedule 8**

In the Territorial District of Algoma:

The townships of,

(*a*) Cobden;

(*b*) Long;

(*c*) Mack and McGiverin;

(*d*) Scarfe and Striker; and

(*e*) Tp. 1A, Tp. 2A, Tp. 3A, Tp. 4A, Tp. 5A, Tp. 6A, Tp. 7A, Tp, 1B, Tp. 2B, Tp. 3B, Tp. 4B, Tp. 5B, Tp. 6B, Tp. 7B, Tp. 1C, Tp. 2C, Tp. 3C, Tp. 4C, Tp. 5C, Tp. 6C, Tp. 7C, Tp. 155, Tp. 156, Tp. 157, Tp. 161, Tp. 162, Tp. 163, Tp. 167, Tp. 168 and Tp. 169. R.R.O. 1970, Reg. 820, Sched. 8.

**Schedule 9**

In the Territorial District of Algoma:

The townships of,

(*a*) Deagle;

(*b*) Esten;

(*c*) Lewis;

(*d*) Proctor;

(*e*) Shedden and Spragge;

(*f*) Tennyson; and

(*g*) Tp. A, Tp. B, Tp. C, Tp. D, Tp. E, Tp. F, Tp. G, Tp. H, Tp. I, Tp. J, Tp. K, Tp. L, Tp. M, Tp. N, Tp. O, Tp. P, Tp. Q, Tp. R, Tp. S, Tp. T, Tp. U, Tp. V, Tp. W, Tp. X, Tp. Y, Tp. Z, Tp. 7Z, Tp. 123, Tp. 124, Tp. 125, Tp. 129, Tp. 130, Tp. 131, Tp. 132, Tp. 137, Tp. 138, Tp. 139, Tp. 143, Tp. 144, Tp. 145, Tp. 149, Tp. 150 and Tp. 151. R.R.O. 1970, Reg. 820, Sched. 9.

**Schedule 10**

In the Territorial District of Algoma:

Beginning at a point on the north shore of Lake Huron at the southwest angle of the Township of Harrow in the Territorial District of Sudbury; thence northerly along the westerly limit of that township to the southeast angle of the Township of Salter; thence westerly, southerly and westerly along the southerly limit of that township to the southwest angle thereof; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of that township to the northeast angle thereof; thence northerly along the westerly limit of the Township of Gough and Tp. 118, Tp. 119 and Tp. 120 to the northwest angle of the last-numbered township; thence easterly along the northerly limit of that township to the southwest angle of Tp. 114; thence northerly along the westerly limit of Tp. 114 and

Tp. 115, and the townships of Gilbert and Dennie to the northwest angle of the last-named township being also the northeast angle of Tp. D in the Territorial District of Algoma; thence westerly along the northerly limit of Tp. D, Tp. H, Tp. L, Tp. P and Tp. T to the northwest angle of the last-lettered township, being also the southeast angle of Tp. Y; thence northerly along the easterly limit of Tp. Y, Tp. Z and Tp. 7Z to the northeast angle of the last-numbered township; thence westerly along the northerly limit of Tp. 7Z, Tp. 7A, Tp. 7B, Tp. 7C, Tp. 7D, Tp. 7E, Tp. 7F, Tp. 7G and Tp. 7H, and continuing westerly along the northerly limit of Tp. 22 and Tp. 23, Range 14, to the easterly limit of Tp. 24, Range 15; thence northerly along the easterly limit of Tp. 24, Ranges 15 to 22, both inclusive, to the northeast angle of the last-numbered township; thence westerly along the northerly limit of that township to the southeast angle of Tp. 24, Range 23; thence northerly along the easterly limit of Tp. 24 in Ranges 23 and 24, Tp. 43e Tp. 45 and Tp. 46, and the Township of Meath, to the northerly limit of the last-named township, being also the southerly limit of the Township of Acton; thence easterly along the southerly limit of the townships of Acton, Winget, Amik, Abigo, Kildare, Lerwick, Kirkwall, Kapuskasing and Lougheed to the southeast angle of the last-named township; thence northerly along the easterly limit of the townships of Lougheed, Davin, Buchan, Allenby, Concobar and Shanly to the northeast angle of the last-named township; thence westerly along the northerly limit of the townships of Shanly, Bourinot, Opazatika, Abbot, Doherty and Pelletier to the southeast angle of the Township of Scholfield; thence northerly along the easterly limit of the townships of Scholfield and Ebbs to the northeast angle of the last-named township; thence westerly along the northerly limit of the townships of Ebbs, Templeton, McFarlan and Dowley to the northwest angle of the last-named township; thence northerly along the westerly limit of the townships of Langemarck and Storey in the Territorial District of Cochrane to the northwest angle of the last-named township; thence westerly along the southerly limit of the townships of McMillan, McCoig, Kohler and Clavet to the northwest angle of the Territorial District of Algoma; thence southerly along the westerly limit of the District to the International Boundary; thence southeasterly and easterly following the International Boundary through Lake Superior, St. Mary River, Lake George, Munuscong Lake and North Channel to a point in North Channel between Drummond and Cockburn islands, being also a point in the southerly limit of the Territorial District of Algoma; thence easterly along the last-mentioned limit to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 1 to 9;

(*b*) the City of Sault Ste. Marie;

(*c*) the towns of Blind River, Bruce Mines and Thessalon;

(*d*) the municipal townships of Day and Bright Additional, Hilton, Jocelyn, Johnson, Korah, Laird, Macdonald, Meredith and Aberdeen Additional, Plummer Additional, Prince, St. Joseph, Tarbutt and Tarbutt Additional, Thessalon, Wicksteed and the townships of Lefroy and Tarentorus; and

(*e*) the Village of Hilton Beach. R.R.O. 1970, Reg. 820, Sched. 10.

**Schedule 11**

In the Territorial District of Cochrane:

Beginning at the southwest angle of the Township of Raynar, being also a point in the westerly limit of the District; thence easterly along the southerly limit of the townships of Raynar, Chipman, Goodwin, Barlow, Selsyn and Henderson to the southeast angle of the last-named township, being also the northwest angle of the Township of Boyce; thence southerly along the westerly limit of the townships of Boyce and Clavet to the southwest angle of the last-named township; thence easterly along the southerly limit of the townships of Clavet, Kohler, McCoig and McMillan to the southeast angle of the last-named township, being also the northwest angle of the Township of Storey; thence southerly along the westerly limit of the townships of Storey and Langemarck to the southwest angle of the last-named township; thence easterly along the southerly limit of the townships of Langemarck, Verdun, Landry, Lowther and Shetland to the westerly limit of the Township of Orkney; thence southerly along the westerly limit of the townships of Orkney and Caithness to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the southeast angle thereof; thence northerly along the easterly limit of the townships of Caithness and Orkney to the northeast angle of the last-named township; thence westerly along the northerly limit of that township to the southeast angle of the Township of Shetland; thence northerly along the easterly limit of the townships of Shetland, Kendall, Casgrain and Ritchie and the production northerly of the easterly limit of the last-named township to the northerly limit of the District; thence in a general westerly direction along the northerly limit of the District to the westerly limit of the District; thence southerly along the westerly limit of the District to the place of beginning; excepting therefrom the Town of Hearst. R.R.O. 1970, Reg. 820, Sched. 11.

**Schedule 12**

In the Territorial District of Cochrane:

Beginning at the southwest angle of the Township of Rykert; thence easterly along the southerly limit of the townships of Rykert, Fergus and Ecclestone

to the southeast angle of the last-named township; thence northerly along the easterly limit of the townships of Ecclestone, Parnell, McCrea, McCowan, Fleck, Sweet, McLeister and McBrien, and continuing northerly along the production northerly of the easterly limit of the last-named township to the northerly limit of the District; thence in a general westerly direction along the northerly limit of the District to its intersection with the production northerly of the westerly limit of the Township of Mulvey; thence southerly along that production and continuing southerly along the westerly limit of the townships of Mulvey, Shannon, Devitt and Staunton to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the northeast angle of the Township of Orkney; thence southerly along the easterly limit of the townships of Orkney and Caithness to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 12.

**Schedule 13**

In the Territorial District of Cochrane:

Beginning at the southwest angle of the Township of Ossin; thence easterly along the southerly limit of the townships of Ossin, Nova, Strachan and Enid to the southeast angle of the last-named township; thence northerly along the easterly limit of the townships of Enid, Fortune, Aitken, Oke, Ford and Carmichael to the northeast angle of the last-named township, being also the southeast angle of the Township of Shackleton; thence westerly along the southerly limit of the Township of Shackleton to the southwest angle thereof; thence northerly along the westerly limit of that township to the northwest angle thereof, being also the northeast angle of the Township of Nansen; thence westerly along the northerly limit of the Township of Nansen to the northwest angle thereof, being also the southeast angle of the Township of O'Brien; thence northerly along the easterly limit of the Township of O'Brien to the northeast angle thereof, being also the southwest angle of the Township of Gurney; thence easterly along the southerly limit of the Township of Gurney to the southeast angle thereof; thence northerly along the easterly limit of the townships of Gurney, Torrance, Hopkins, Mowbray, Harmon, Kipling, Sanborn and Lambert to the northeast angle of the last-named township; thence westerly along the northerly limit of that township to the southwest angle of the Township of Gentles; thence northerly along the westerly limit of the townships of Gentles and McCuaig to the northerly limit of the last-named township, being also the southerly limit of the Township of Brain; thence westerly along the southerly limit of that township to the southwest angle thereof; thence northerly along the westerly limit of the townships of Brain and Dunsmore, and continuing northerly along the production northerly of the westerly limit of the last-named township to the northerly limit of the District; thence westerly along the northerly limit of the District to where it is intersected by the production northerly of the westerly limit of the Township of Amery; thence southerly along that production and continuing southerly along the westerly limit of the townships of Amery, Garden, Fryatt, Hillmer, Burritt, Neely, Idington, Cumming and Cargill to the southerly limit of the last-named township, being also the northerly limit of the Township of Bourinot; thence easterly along the northerly limit of the townships of Bourinot and Shanly to the northeast angle of the last-named township, being also the northwest angle of the Township of Staples; thence southerly along the westerly limit of the townships of Staples, Fenton, Seaton, Lisgar, Wadsworth and Ossin to the place of beginning; excepting therefrom the Town of Kapuskasing. R.R.O. 1970, Reg. 820, Sched. 13.

**Schedule 14**

In the Territorial District of Cochrane:

Beginning at the southwest angle of the Township of Kirkland; thence easterly along the southerly limit of the Townships of Kirkland, Kingsmill, Aubin, Nesbitt, Beck and Reaume to the southeast angle of the last-named township; thence northerly along the easterly limit of the townships of Reaume, Fournier, Clute, Leitch, Marven, Ireland, Agassiz, McAlpine, Maund and Harewood to the northeast angle of the last-named township; thence westerly along the northerly limit of the townships of Harewood, Kineras, Parliament, Traill and Cockshutt to the northwest angle of the last-named township; thence southerly along the westerly limit of the townships of Cockshutt, Howells, Clay, Tucker and Beardmore to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the southeast angle thereof, being also the northwest angle of the Township of Alexandra; thence southerly along the westerly limit of the townships of Alexandra, Haggart, Sydere, Laidlaw and Kirkland to the place of beginning; excepting therefrom the Town of Smooth Rock Falls. R.R.O. 1970, Reg. 820, Sched. 14.

**Schedule 15**

In the Territorial District of Cochrane:

Beginning at the southwest angle of the Township of Hanna; thence easterly along the southerly limit of the townships of Hanna, St. John, Pyne, Mortimer, Sherring, Marathon and Bowyer, and along the easterly production of the southerly limit of the last-named township to the southwest angle of the Township of Bonis; thence continuing easterly along the southerly limit of the last-named township to the westerly limit of the Township of Sargeant; thence southerly along the westerly limit of that township to the southwest angle thereof; thence easterly along the southerly limit of that township to the southeast angle thereof, being also the easterly limit of the District;

thence northerly along the easterly limit of the District to where it is intersected by the production easterly of the northerly limit of the Township of Blakelock; thence westerly along that production and continuing westerly along the northerly limit of the townships of Blakelock, Tweed, McQuibban, Swartman and Inglis to the northwest angle of the last-named township; thence southerly along the westerly limit of the townships of Inglis, Thorning and Blount to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the southeast angle thereof, being also the northeast angle of the Township of Glackmeyer; thence southerly along the easterly limit of that township to the southeast angle thereof; thence westerly along the southerly limit of the township to the southwest angle thereof, being also the northwest angle of the township of Lamarche; thence southerly along the westerly limit of the townships of Lamarche and Hanna to the place of beginning; excepting therefrom the Town of Cochrane. R.R.O. 1970, Reg. 820, Sched. 15.

**Schedule 16**

In the Territorial District of Cochrane:

Beginning at the northwest angle of the Township of Inglis; thence easterly along the northerly limit of the townships of Inglis, Swartman, McQuibban, Tweed and Blakelock, and continuing easterly along the production easterly of the northerly limit of the last-named township to the easterly limit of the District; thence northerly along the easterly limit of the District to the northerly limit thereof; thence in a general westerly direction along the northerly limit of the District to where it is intersected by the production northerly of the westerly limit of the Township of Dunsmore; thence southerly along that production and continuing southerly along the westerly limit of the townships of Dunsmore and Brain to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the northwest angle of the Township of McCuaig; thence southerly along the westerly limit of the townships of McCuaig and Gentles to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the northwest angle of the Township of Rapley; thence southerly along the westerly limit of the townships of Rapley, Hecla and Emerson to the southwest angle of the last-named township; thence easterly along the southerly limit of the townships of Emerson, Hamlet, Pitt, Wacousta and Ganong to the southeast angle of the last-named township, being also the northeast angle of the Township of Harewood; thence southerly along the easterly limit of the townships of Harewood, Maund, McAlpine and Agassiz to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 16.

**Schedule 17**

In the Territorial District of Cochrane:

The townships of,

(*a*) Barnet;

(*b*) Clergue and Coulson;

(*c*) Dokis;

(*d*) Egan and Elliott;

(*e*) Frecheville;

(*f*) Garrison and Guibord;

(*g*) Harker and Holloway;

(*h*) Lamplugh;

(*i*) Marriott, McCann, McCool, Michaud, Milligan and Munro;

(*j*) Rand;

(*k*) Sheraton and Stoughton;

(*l*) Tannahill and Thackeray; and

(*m*) Walker, Warden and Wilkie. R.R.O. 1970, Reg. 820, Sched. 17; O. Reg. 28/73, s. 2.

**Schedule 18**

In the Territorial District of Cochrane:

The townships of,

(*a*) Byers;

(*b*) Carnegie, Côté and Crawford;

(*c*) Duff and Dundonald;

(*d*) Geary;

(*e*) Little and Lucas;

(*f*) Mahaffy, Mann, Massey and Moberly;

(*g*) Prosser;

(*h*) Reid;

(*i*) Thorburn and Tully; and

(*j*) Whitesides and Wilhelmina. R.R.O. 1970, Reg. 820, Sched. 18; O. Reg. 28/73, s. 3.

**Schedule 19**

In the Territorial District of Cochrane:

The townships of,

(*a*) Aurora;

(*b*) Berry;

(*c*) Edwards;

(*d*) Galna;

(*e*) Kerrs and Knox;

(*f*) McCart and Moody;

(*g*) Newmarket;

(*h*) Richard;

(*i*) Teefy, except that part in the Town of Iroquois Falls; and

(*j*) Wesley. R.R.O. 1970, Reg. 820, Sched. 19.

**Schedule 20**

In the Territorial District of Cochrane:

Beginning at a point where south shore of James Bay is intersected by the easterly limit of the Territorial District of Cochrane; thence southerly along that limit to the southeast angle of the Township of Dokis; thence westerly along the southerly limit of the townships of Dokis, Tannahill, Elliott, Thackeray, Barnet, Cook, Playfair, McCann, Egan, Sheraton, Thomas, Carman, Shaw, Deloro, Ogden, Bristo, Carscallen and Whitesides to the southwest angle of the last-named township; thence northerly along the westerly limit of that township to the northwest angle thereof, being also the southeast angle of the Township of Enid; thence westerly along the southerly limit of the townships of Enid, Strachan, Nova and Ossin to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Ossin, Wadsworth, Lisgar, Seaton, Fenton and Staples to the southerly limit of the Township of Sulman; thence westerly along the southerly limit of the townships of Sulman, Cargill, Ecclestone, Fergus, Rykert and Caithness to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Caithness and Orkney to the southerly limit of the Township of Shetland; thence westerly along the southerly limit of the townships of Shetland, Lowther, Landry, Verdun and Langemarck to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Langemarck and Storey to the northwest angle of the last-named township, being also the southeast angle of the Township of McMillan; thence westerly along the southerly limit of the townships of McMillan, McCoig, Kohler and Clavet to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Clavet and Boyce to the northwest angle of the last-named township, being also the southeast angle of the Township of Henderson; thence westerly along the southerly limit of the townships of Henderson, Selwyn, Barlow, Goodwin, Chipman and Raynar to the southwest angle of the last-named township, being also a point in the westerly limit of the District; thence northerly along the westerly limit of the District to the northerly limit thereof; thence in a general easterly direction along the northerly limit of the District to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 11 to 19;

(*b*) the towns of Cochrane, Hearst, Iroquois Falls, Kapuskasing and Smooth Rock Falls; and

(*c*) the municipal townships of Black River, Matheson, Calvert, Fauquier, Glackmeyer, Playfair, Shackleton and Machin, Tisdale and Whitney. R.R.O. 1970, Reg. 820, Sched. 20; O. Reg. 28/73, s. 4.

**Schedule 21**

In the Territorial District of Kenora:

Beginning at the intersection of the 3rd Base Line and the westerly limit of the Territorial District of Thunder Bay; thence westerly along the 3rd Base Line to the 5th Meridian; thence northerly along the 5th Meridian to the southeast angle of the Township of Melgund; thence westerly along the southerly limit of that township to the southwest angle thereof; thence northerly along the westerly limit of the townships of Melgund, Avery and MacFie to the northwest angle of the last-named township; thence easterly along the northerly limit of that township and continuing easterly along the production easterly of that limit to the westerly limit of the Territorial District of Thunder Bay; thence southerly along the last-mentioned limit to the place of beginning; excepting therefrom the municipal Township of Ignace. R.R.O. 1970, Reg. 820, Sched. 21.

**Schedule 22**

In the Territorial District of Kenora:

Beginning at the intersection of the 3rd Base Line and the 5th Meridian; thence westerly along the 3rd Base Line to the 6th Meridian; thence northerly along the 6th Meridian to where it is intersected by the production easterly of the southerly limit of the Township of Godson; thence westerly along that production and continuing westerly along the southerly limit of the Township of Godson to the 7th Meridian; thence northerly along the 7th Meridian to the southerly limit of Tp. 41; thence westerly along the southerly limit of Tp. 41 to the southwest angle thereof; thence northerly along the westerly limit of Tp. 41 and continuing northerly along the production northerly of that limit to the 7th Base Line; thence easterly along the 7th Base Line to the 6th Meridian; thence southerly along the 6th Meridian to the southwest angle of the Township of Rowell; thence easterly along the southerly limit of that township to the southeast angle

thereof, being also the northeast angle of the Township of Britton; thence southerly along the easterly limit of the Township of Britton to the southeast angle thereof, being also the northwest angle of the Township of Zealand; thence easterly along the northerly limit of the townships of Zealand, Brownridge and Laval to the northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Laval, Hartman, Southworth and Satterly to the southeast angle of the last-named township, being also the southwest angle of the Township of Melgund; thence easterly along the southerly limit of that township to the southeast angle thereof, being also the 5th Meridian; thence southerly along the 5th Meridian to the place of beginning; excepting therefrom,

(*a*) the Municipal Township of Machin and the Township of Van Horne; and

(*b*) the Town of Dryden. R.R.O. 1970, Reg. 820, Sched. 22.

**Schedule 23**

In the Territorial District of Kenora:

Beginning at the intersection of the 7th Meridian and the southerly limit of the District; thence northerly along the 7th Meridian to the southerly limit of Tp. 41; thence westerly along that limit to the southwest angle of Tp. 41; thence northerly along the westerly limit of that township and continuing northerly along the northerly production of that limit to the 7th Base Line; thence westerly along the 7th Base Line to a point where it is intersected by the production northerly of the easterly limit of the Township of Spohn in the Territorial District of Rainy River; thence southerly along that production to the southerly limit of the Territorial District of Kenora; thence in a general easterly direction along that limit to the place of beginning; excepting therefrom,

(*a*) the municipal Township of Jaffray and Melick;

(*b*) the Improvement District of Sioux Narrows;

(*c*) the Town of Kenora; and

(*d*) the lands in Schedule 24. R.R.O. 1970, Reg. 820, Sched. 23.

**Schedule 24**

In the Territorial District of Kenora:

Beginning at the northeast angle of the Improvement District of Sioux Narrows; thence north astronomically six miles; thence westerly parallel to the northerly limit of the Improvement District to where it is intersected by the production northerly of the westerly limit of the Improvement District; thence southerly along that production to the northwest angle of the improvement district; thence easterly along the northerly limit of the improvement district to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 24.

**Schedule 25**

In the Territorial District of Kenora:

That part of the District lying south of the 7th Base Line and west of the production northerly of the easterly limit of the Township of Spohn in the Territorial District of Rainy River; excepting therefrom the Town of Keewatin. R.R.O. 1970, Reg. 820, Sched. 25.

**Schedule 26**

In the Territorial District of Kenora:

Beginning at a point where the production easterly of the northerly limit of the Township of MacFie intersects the westerly limit of the Territorial District of Thunder Bay; thence westerly along that production to the southeast angle of the Township of Laval; thence northerly along the easterly limit of that township to the northeast angle thereof; thence westerly along the northerly limits of the townships of Laval, Brownridge and Zealand to the southeast angle of the Township of Britton; thence northerly along the easterly limit of that township to the northeast angle thereof; thence westerly along the northerly limit of that township to the 6th Meridian; thence northerly along the 6th Meridian; to the 7th Base Line; thence easterly along the 7th Base Line to the westerly limit of the Territorial District of Thunder Bay; thence southerly along that limit to the place of beginning; excepting therefrom the Town of Sioux Lookout. R.R.O. 1970, Reg. 820, Sched. 26.

**Schedule 27**

In the Territorial District of Kenora:

Beginning at a point where the 7th Base Line intersects the westerly limit of the Territorial District of Thunder Bay; thence westerly along the 7th Base Line to the boundary between Ontario and Manitoba; thence northerly along that boundary to the production westerly of the 11th Base Line; thence easterly along that production and continuing easterly along the 11th Base Line to the 6th Meridian; thence southerly along the 6th Meridian to the 10th Base Line; thence easterly along the 10th Base Line to its intersection with the production northerly of the westerly limit of the Territorial District of Thunder Bay; thence southerly along that production and continuing southerly along the westerly limit of the last-named District to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 27.

**Schedule 28**

In the Territorial District of Kenora:

Beginning at a point where the production westerly of the 11th Base Line intersects the boundary between Ontario and Manitoba; thence easterly along that production and continuing easterly along the 11th Base Line to the 6th Meridian; thence southerly along the 6th Meridian to the 10th Base Line; thence easterly along the 10th Base Line to its intersection with the production northerly of the westerly limit of the Territorial District of Thunder Bay; thence northerly along that production to the boundary between Ontario and Manitoba; thence in a general southwesterly and southerly direction along that boundary to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 28.

**Schedule 29**

In the Territorial District of Kenora:

Beginning at a point where the 10th Base Line intersects the production northerly of the westerly limit of the Territorial District of Thunder Bay; thence northerly along that production to the boundary between Ontario and Manitoba; thence northeasterly along that boundary to the northerly limit of the Patricia portion of the Territorial District of Kenora; thence in a general easterly direction along the last-mentioned limit to its intersection with the production northerly of the westerly limit of the Territorial District of Cochrane; thence southerly along that production to the northerly limit of the Territorial District of Thunder Bay; thence in a general westerly direction along the last-mentioned limit to the westerly limit of the Territorial District of Thunder Bay, thence northerly along the production northerly of the last-mentioned limit to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 29.

**Schedule 30**

In the Territorial District of Kenora:

Beginning at a point in the northerly limit of the District where it is intersected by the production northerly of the westerly limit of the Territorial District of Cochrane; thence in a general easterly and southerly direction along the northerly and easterly limits of the first-named District to the southerly limit of that District; thence in a general westerly direction along the southerly limit of that District to the westerly limit of the Territorial District of Cochrane; thence northerly along the production northerly of that limit to the place of beginning; excepting therefrom,

(*a*) the Improvement District of Sioux Narrows;

(*b*) the towns of Dryden, Keewatin, Kenora and Sioux Lookout;

(*c*) the municipal townships of Ignace, Jaffray and Melick and Machin and the Township of Van Horne; and

(*d*) the lands described in schedules 21 to 29 R.R.O. 1970, Reg. 820, Sched. 30.

**Schedule 31**

In the Territorial District of Manitoulin:

The townships of Carlyle and Humboldt and Philip Edward Island. R.R.O. 1970, Reg. 820, Sched. 31.

**Schedule 32**

In the Territorial District of Manitoulin:

The following islands,

(*a*) Club;

(*b*) Fitzwilliam;

(*c*) Lonely;

(*d*) Rabbit; and

(*e*) Squaw. R.R.O. 1970, Reg. 820, Sched. 32.

**Schedule 33**

In the Territorial District of Manitoulin:

The townships of Campbell and Mills. R.R.O. 1970, Reg. 820, Sched. 33.

**Schedule 34**

In the Territorial District of Manitoulin:

The Township of Robinson and the Duck Islands. R.R.O. 1970, Reg. 820, Sched. 34.

**Schedule 35**

In the Territorial District of Manitoulin:

The Township of Dawson and Crescent and Vidal islands. R.R.O. 1970, Reg. 820, Sched. 35.

**Schedule 36**

In the Territorial District of Manitoulin:

The following islands,

(*a*) Bedford;

(*b*) Clapperton; and

(*c*) Great Cloche and Little Cloche. R.R.O. 1970, Reg. 820, Sched. 36.

**Schedule 37**

In the Territorial District of Manitoulin:

The following islands,

(*a*) Badgeley;

(*b*) Heywood;

(*c*) McGregor; and

(*d*) Strawberry. R.R.O. 1970, Reg. 820, Sched. 37.

**Schedule 38**

In the Territorial District of Manitoulin:

Beginning at the southeast angle of the Township of Humboldt; thence south astronomically 40 miles; thence west astronomically to the International Boundary; thence northwesterly and northeasterly along that boundary to an angle therein in the North Channel between Cockburn and Drummond islands; thence easterly in a straight line through the North Channel to a point distant 1½ miles south astronomically from the southwest extremity of Kenny Point of Innes Island; thence north 55° east astronomically 5 miles; thence east astronomically 3 miles; thence south 36° east astronomically 5½ miles; thence northeasterly in a straight line to a point in the water's edge of the North Channel at the intersection of the production southerly of the westerly limit of the Township of Harrow; thence easterly and southerly following the water's edge of the North Channel to the northerly limit of the westerly part of Indian Reserve No. 4; thence easterly along that limit and its production to the water's edge of the North Channel; thence northerly, easterly and southerly following the water's edge to the northerly limit of the Township of Killarney; thence easterly along the northerly limit of the townships of Killarney and Carlyle to the northeast angle of the last-named township; thence southerly along the easterly limit of that township to the northwest angle of the Township of Humboldt; thence easterly along the northerly limit of that township to the northeast angle thereof; thence southerly along the easterly limit of that township to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 31 to 37;

(*b*) the towns of Gore Bay and Little Current; and

(*c*) the municipal townships of Assiginack, Barrie Island, Billings, Burpee, Carnarvon, Cockburn Island, Gordon and part of Allan, Howland, Rutherford and George Island, Sandfield and Tehkummah. R.R.O. 1970, Reg. 820, Sched. 38.

**Schedule 39**

In the Territorial District of Muskoka:

The townships of Baxter and Gibson as they existed on the 31st day of December, 1970. R.R.O. 1970, Reg. 820, Sched. 39.

**Schedule 40**

In the Territorial District of Muskoka:

The Township of Sinclair as it existed on the 31st day of December, 1970. R.R.O. 1970, Reg. 820, Sched. 40.

**Schedule 41**

In the Territorial District of Nipissing:

The townships of,

(*a*) Bertram;

(*b*) Falconer; and

(*c*) Latchford. R.R.O. 1970, Reg. 820, Sched. 41.

**Schedule 42**

In the Territorial District of Nipissing:

The townships of,

(*a*) Kirkpatrick;

(*b*) Loudon; and

(*c*) Macpherson. R.R.O. 1970, Reg. 820, Sched. 42.

**Schedule 43**

In the Territorial District of Nipissing:

The townships of,

(*a*) Angus, Antoine, Askin and Aston;

(*b*) Badgerow, Banting, Bastedo, Beaucage, Belfast, Best, Blyth, Briggs, Burnaby and Butler;

(*c*) Canton, Cassels, Chambers, Charlton, Clarkson, Clement, Commanda, Crerar and Cynthia;

(*d*) Dana;

(*e*) Eddy and Eldridge;

(*f*) Fell, Flett and French;

(*g*) Garrow, Gibbons, Gladman, Gooderham and Grant;

(*h*) Hammell, Hartle, Herbert, Hobbs and Hugel;

(*i*) Joan and Jocko;

(*j*) Kenny;

(*k*) La Salle, Le Roche, Lockhart and Lyman;

(*l*) McAuslan, McCallum, McLaren, McWilliams, Merrick, Milne and Mulock;

(*m*) Notman;

(*n*) Olive, Olrig and Osborne;

(*o*) Pardo, Parkman, Pedley, Phelps, Phyllis and Poitras;

(*p*) Riddell;

(*q*) Scholes, Sisk, Stewart, Strathcona and Strathy;

(*r*) Thistle and Torrington;

(*s*) Vogt;

(*t*) Wyse; and

(*u*) Yates. R.R.O. 1970, Reg. 820, Sched. 43.

**Schedule 44**

In the Territorial District of Nipissing:

The townships of,

(*a*) Ballantyne, Boulter and Boyd;

(*b*) Lauder;

(*c*) Pentland; and

(*d*) Wilkes. R.R.O. 1970, Reg. 820, Sched. 44.

**Schedule 45**

In the Territorial District of Nipissing:

The townships of,

(*a*) Airy;

(*b*) Biggar, Bishop, Bower and Butt;

(*c*) Canisbay;

(*d*) Devine;

(*e*) Finlayson and Freswick;

(*f*) Hunter;

(*g*) Lister;

(*h*) McCraney and McLaughlin;

(*i*) Osler;

(*j*) Paxton and Peck; and

(*k*) Sproule. R.R.O. 1970, Reg. 820, Sched. 45.

**Schedule 46**

In the Territorial District of Nipissing:

The townships of,

(*a*) Anglin;

(*b*) Barron and Bronson;

(*c*) Clancy;

(*d*) Deacon, Dickens and Dickson;

(*e*) Edgar;

(*f*) Fitzgerald;

(*g*) Guthrie;

(*h*) Lyell;

(*i*) Master and Murchison;

(*j*) Niven;

(*k*) Preston;

(*l*) Sabine and Stratton; and

(*m*) White. R.R.O. 1970, Reg. 820, Sched. 46.

**Schedule 47**

In the Territorial District of Nipissing:

Beginning at the southeast angle of the Township of Falconer; thence westerly along the southerly limit of that township to the southwest angle thereof; thence northerly along the westerly limit of the townships of Falconer, Loudon and Macpherson to

the northwest angle of the last-named township; thence easterly along the northerly limit of that township to the southwest angle of the Township of Kirkpatrick; thence northerly along the westerly limit of the townships of Kirkpatrick, Hugel, Crerar, Dana, Pardo, Clement, Scholes and Belfast to the northwest angle of the last-named township; thence easterly along the northerly limit of that township to the southwest angle of the Township of Le Roche; thence northerly along the westerly limit of the townships of Le Roche and Canton to the northwest angle of the last-named township; thence easterly along the northerly limit of the townships of Canton, Aston, Banting and Best to the northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Best and Cassels to the southeast angle of the last-named township, being also the northwest angle of the Township of Eldridge; thence easterly along the northerly limit of the townships of Eldridge and Hebert and continuing easterly along the production easterly of the northerly limit of the last-named township to the boundary between Ontario and Quebec; thence in a general southerly direction along that boundary to the production northerly of the easterly limit of the Township of Cameron; thence southerly along that production and continuing southerly along the easterly limit of the townships of Cameron and Deacon to the northwest angle of the Township of Fitzgerald; thence easterly along the northerly limit of that township to the northeast angle thereof; thence southerly along the easterly limit of that township to the northwest angle of the Township of Edgar; thence easterly along the northerly limit of the last-named township to the northeast angle thereof; thence southerly along the easterly limit of that township to the northwest angle of the Township of Bronson; thence easterly along the northerly limit of that township to the northeast angle thereof; thence southerly along the easterly limit of the townships of Bronson, Stratton and Master to the southeast angle of the last-named township; thence westerly along the southerly limit of the townships of Master and Guthrie to the northeast angle of the Township of Dickens; thence southerly along the easterly limit of that township to the southeast angle thereof; thence westerly along the southerly limit of that township to the northeast angle of the Township of Lyell; thence southerly along the easterly limit of that township to the southeast angle thereof; thence westerly along the southerly limit of the townships of Lyell and Sabine to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Sabine and Airy to the southerly limit of the Township of Sproule; thence westerly along the southerly limit of the townships of Sproule, Canisbay, Peck and Finlayson to the southwest angle of the last-named township; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of that township to the southwest angle of the Township of McCraney; thence northerly along the westerly limit of the townships of McCraney, Butt, Paxton and Ballantyne to the northwest angle of the last-named township; thence easterly along the northerly limit of that township to the southwest angle of the Township of Chisholm; thence northerly along the westerly limit of the townships of Chisholm and East Ferris to the southerly limit of the Township of West Ferris; thence westerly along the southerly limit of the District to the place of beginning; excepting therefrom,

(*a*) the lands described in schedules 41 to 46;

(*b*) the City of North Bay;

(*c*) the Improvement District of Cameron;

(*d*) the towns of Cache Bay, Mattawa and Sturgeon Falls; and

(*e*) the municipal townships of Bonfield, Caldwell, Calvin, Chisholm, East Ferris, Field, Mattawan, Papineau, Springer, West Ferris and Widdifield. R.R.O. 1970, Reg. 820, Sched. 47.

**Schedule 48**

In the Territorial District of Parry Sound:

The townships of Bethune and Proudfoot. R.R.O. 1970, Reg. 820, Sched. 48.

**Schedule 49**

In the Territorial District of Parry Sound:

The Township of Laurier. R.R.O. 1970, Reg. 820, Sched. 49.

**Schedule 50**

In the Territorial District of Parry Sound:

The townships of,

(*a*) Gurd;

(*b*) Hardy;

(*c*) Patterson; and

(*d*) Pringle. R.R.O. 1970, Reg. 820, Sched. 50.

**Schedule 51**

In the Territorial District of Parry Sound:

The Township of Lount. R.R.O. 1970, Reg. 820, Sched. 51.

**Schedule 52**

In the Territorial District of Parry Sound:

The Township of Monteith. R.R.O. 1970, Reg. 820, Sched. 52.

**Schedule 53**

In the Territorial District of Parry Sound:

The townships of,

(*a*) Croft;

(*b*) Ferrie; and

(*c*) Spence. R.R.O. 1970, Reg. 820, Sched. 53.

**Schedule 54**

In the Territorial District of Parry Sound:

The townships of,

(*a*) McConkey; and

(*b*) Wilson. R.R.O. 1970, Reg. 820, Sched. 54.

**Schedule 55**

In the Territorial District of Parry Sound:

The townships of,

(*a*) Burton;

(*b*) East Burpee;

(*c*) Ferguson; and

(*d*) McKenzie. R.R.O. 1970, Reg. 820, Sched. 55.

**Schedule 56**

In the Territorial District of Parry Sound:

The townships of Conger and Cowper. R.R.O. 1970, Reg. 820, Sched. 56.

**Schedule 57**

In the Territorial District of Parry Sound:

The townships of Harrison and Shawanaga. R.R.O. 1970, Reg. 820, Sched. 57.

**Schedule 58**

In the Territorial District of Parry Sound:

The townships of,

(*a*) Blair;

(*b*) Brown;

(*c*) Henvey;

(*d*) Mowat; and

(*e*) Wallbridge. R.R.O. 1970, Reg. 820, Sched. 58.

**Schedule 59**

In the Territorial District of Parry Sound:

Beginning at the southwest angle of the District; thence easterly along the southerly limit of the District to the production southerly of the easterly limit of the Township of Humphry; thence northerly along that production and continuing northerly along the easterly limit of that township to the northeast angle thereof being also the southwest angle of the Township of Monteith; thence easterly along the southerly limit of the townships of Monteith, McMurrich, Perry and Bethune to the southeast angle of the last-named township; thence northerly along the easterly limit of the townships of Bethune, Proudfoot, Joly and Laurier to the southerly limit of the Township of South Himsworth; thence easterly along the southerly limit of that township to the southeast angle thereof; thence northerly along the easterly limit of the townships of South Himsworth and North Himsworth, to the northeast angle of the last-named township; thence westerly along the northerly limit of that township to the shore of Lake Nipissing; thence in a general westerly direction along the northerly limit of the District to the westerly limit of the District; thence southerly along the westerly limit of the District to the place of beginning; excepting therefrom,

(*a*) the lands described in schedules 48 to 58;

(*b*) the towns of Kearney, Parry Sound, Powassan and Trout Creek;

(*c*) the municipal townships of Armour, Carling, Chapman, Christie, Foley, Hagerman, Humphrey, Joly, Machar, McDougall, McKellar, McMurrich, Nipissing, North Himsworth, Perry, Ryerson, South Himsworth and Strong; and

(*d*) the villages of Burk's Falls, Magnetawan, Rosseau, South River and Sundridge. R.R.O. 1970, Reg. 820, Sched. 59.

**Schedule 60**

In the Territorial District of Rainy River:

The Township of Morley Additional. R.R.O. 1970, Reg. 820, Sched. 60.

**Schedule 61**

In the Territorial District of Rainy River:

The townships of,

(*a*) Croome and Curran;

(*b*) Dewart;

(*c*) Mathieu;

(*d*) Nelles;

(*e*) Pratt;

(*f*) Rowe; and

(*g*) Spohn and Sutherland. R.R.O. 1970, Reg. 820, Sched. 61.

**Schedule 62**

In the Territorial District of Rainy River:

Beginning at the intersection of the 3rd Base Line and the 5th Meridian; thence westerly along the 3rd Base Line to the 6th Meridian; thence northerly along the 6th Meridian to the northerly limit of the District; thence westerly and southwesterly along the northerly limit of the District to the easterly limit of the Township of Croome; thence southerly along the easterly limit of the townships of Croome and Rowe to the southerly limit of the last-named township, being also the northerly limit of the municipal Township of Chapple; thence easterly along the northerly limit of the municipal Township of Chapple to the northeast angle thereof; thence southerly along the easterly limit of that township to the northerly limit of the Improvement District of Kingsford; thence easterly along the last-mentioned limit to the northeast angle thereof; thence southerly along the easterly limit of that improvement district to the southeast angle thereof, being also the southwest angle of the Township of Dance; thence easterly along the southerly limit of the Township of Dance to the southeast angle thereof, being also the northwest angle of the Township of Miscampbell; thence southerly along the westerly limit of that township to the southwest angle thereof; thence easterly along the southerly limit of that township to the westerly limit of Indian Reserve No. 18B; thence southerly along that limit to the southwest angle of that reserve; thence easterly along the southerly limit of that reserve; to the northwest angle of Indian Reserve No. 16A; thence southerly along the westerly limit of that reserve to the southwest angle thereof; thence easterly along the southerly limit of that reserve to the easterly limit of the Township of McIrvine; thence southerly along that limit and the production southerly thereof to the International Boundary; thence in a general easterly direction along that boundary to the production southerly of the 5th Meridian; thence northerly along that production and continuing northerly along the 5th Meridian to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 62.

**Schedule 63**

In the Territorial District of Rainy River:

Beginning at the northeast angle of the District; thence westerly along the 3rd Base Line being also the northerly limit of the District to the 5th Meridian; thence southerly along the 5th Meridian and the production southerly thereof to the southerly limit of the District, being also the International Boundary; thence in a general easterly direction along that boundary to the easterly limit of the District; thence northerly along the easterly limit of the District to the place of beginning; excepting therefrom the municipal Township of Atikokan. R.R.O. 1970, Reg. 820, Sched. 63.

**Schedule 64**

In the Territorial District of Rainy River:

Beginning at a point where the easterly limit of the District intersects the International Boundary in Saganaga Lake; thence northerly along that limit to the northeast angle of the District; thence westerly along the 3rd Base Line being also the northerly limit of the District to the 6th Meridian; thence northerly along the 6th Meridian a distance of six miles, more or less, to an angle in the District; thence due west forty-five miles, more or less, to the easterly shore of Sabaskong Bay in the Lake of the Woods; thence westerly and southwesterly along the southerly shore of that bay and along the easterly shore of the Lake of the Woods to where the last-named shore is intersected by the 49 degree parallel of north latitude; thence due west along that parallel of latitude a distance of fifteen miles, more or less, to the International Boundary; thence southerly and easterly along the International Boundary to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 60 to 63;

(*b*) the Improvement District of Kingsford;

(*c*) the towns of Fort Frances and Rainy River; and

(*d*) the municipal townships of Alberton, Atikokan, Atwood, Blue, Chapple, Dilke, Emo, Lavallee, McCrosson and Tovell, Morley, Morson and Worthington and the townships of McIrvine and Pattulo. R.R.O. 1970, Reg. 820, Sched. 64.

**Schedule 65**

In the Territorial District of Sudbury:

Beginning at the northeast angle of the Township of Bonar; thence southerly along the easterly limit of that township to the northwest angle of the Township of Lincoln; thence easterly along the northerly limit of the townships of Lincoln and Lemoine to the northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Lemoine, Carty, Pinogami, Biggs, Rollo, Swayze and Cunningham, and continuing southerly along the production southerly of the easterly limit of the last-named township to the northeast angle of the Township of Tp. 19; thence continuing southerly along the easterly limit of the Township of Tp. 19 to the southerly limit thereof; thence easterly along the production easterly of the southerly limit of the last-named township to a point where it is intersected by the production northerly of the westerly limit of the Township of Faust; thence southerly along that production and continuing southerly along the easterly limit of the townships of Tp. 9Z and Tp. 8Z to the southeast angle of the last-named township; thence westerly along the southerly limit of the townships of Tp. 8Z, Tp. 8A, Tp. 8B, Tp. 8C, Tp. 8D, Tp. 8E, Tp. 8F, Tp. 8G and Tp. 8H, and continuing westerly along the southerly limit of the townships of Tp. 22 and Tp. 23, Range 15, to the southwest angle of the last-named township, being a point in the westerly limit of the District; thence northerly along that limit to the northeast angle of the Township of Tp. 24, Range 22, in the Territorial District of Algoma; thence westerly along the northerly limit of the last-named township to the southeast angle of the Township of Tp. 24, Range 23, being a point in the westerly limit of the Territorial District of Sudbury; thence northerly along that limit to the northwest angle of the Township of Tp. 44; thence easterly along the northerly limit of the townships of Tp. 44 and Lang to the northeast angle of the last-named township, being also the southwest angle of the Township of Missinaibi; thence northerly along the westerly limit of the townships of Missinaibi and Baltic to the northwest angle of the last-named township; thence easterly along the northerly limit of the townships of Baltic, Barclay, Calais, Lloyd and Bonar to the place of beginning; excepting therefrom the municipal Township of Chapleau. R.R.O. 1970, Reg. 820, Sched. 65.

**Schedule 66**

In the Territorial District of Sudbury:

Beginning at the northeast angle of the Township of Frey; thence southerly along the easterly limit of the townships of Frey, Sewell, Kenogaming, Regan, Wigle, Whalen and Somme to the northerly limit of the Township of Neville; thence easterly along the northerly limit of that township to the northeast angle thereof; thence southerly along the easterly limit of that township to the southeast angle thereof; thence westerly along the southerly limit of the townships of Neville, Potier, Huffman, Osway, Esther and Fawn to the westerly limit of the last-named township; thence northerly along the last-mentioned limit and continuing northerly along the easterly limit of the townships of Cunningham, Swayze, Rollo, Biggs, Pinogami, Carty and Lemoine to the northerly limit of the last-named township, being also the southerly limit of the Township of Shenango; thence westerly along the southerly limit of the townships of Shenango and Sherlock to the westerly limit of the last-named township; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of the townships of Sherlock, Shenango, Oates, Oswald, Melrose and Frey to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 66.

**Schedule 67**

In the Territorial District of Sudbury:

The townships of,

(*a*) Abney, Alcona, Alton, Arbutus, Arden and Athlone;

(*b*) Battersby, Biscotasi and Breadner;

(*c*) Carew, Cavell, Ceylon, Chatlet, Chester, Comox and Cortez;

(*d*) Dublin and Durban;

(*e*) Earl, Edith, Elizabeth and Ethel;

(*f*) Fairbairn, Faust, Fingal and Fulton;

(*g*) Gladwin;

(*h*) Hall, Hong Kong and Hubbard;

(*i*) Invergarry, Iris and Ivy;

(*j*) Jasper and Joffre;

(*k*) Kelso;

(*l*) La Fleche;

(*m*) Margaret, PcPhail and Muldrew;

(*n*) Onaping;

(*o*) Smuts;

(*p*) Yeo; and

(*q*) Tp. 6, Tp. 7, Tp. 8, Tp. 9 and Tp. 12. R.R.O. 1970, Reg. 820, Sched. 67.

**Schedule 68**

In the Territorial District of Sudbury:

The townships of,

(*a*) Acadia, Amyot, Armagh and Asquith;

(*b*) Baynes, Beaumont, Beemer, Benneweis, Beresford, Beulah, Blewett, Brebeuf, Browning, Brunswick and Burrows;

(*c*) Cabot, Carter, Champagne, Churchill, Clary, Connaught, Cotton and Crothers;

(*d*) Delhi, DeMorest, Dunbar and Dundee;

(*e*) Edinburgh, Ellis, Emerald and English;

(*f*) Fawcett and Frechette;

(*g*) Garibaldi, Garvey, Gouin, Grigg and Groves;

(*h*) Haentschel, Halliday, Hassard, Hazen, Hennessy, Hodgetts, Howey and Hutt;

(*i*) Inverness;

(*j*) Jack;

(*k*) Kelvin and Kemp;

(*l*) Lampman, Leask and Londonderry;

(*m*) Macmurchy, Marconi, Marquette, Marshay, Mattagami, McBride, McLeod, McNamara, Middleboro, Miramichi, Moffat, Moher and Mond;

(*n*) Natal, Noble, Northrup and Nursey;

(*o*) Ogilvie;

(*p*) Parker and Paudash;

(*q*) Roblin;

(*r*) St. Louis, Scotia, Seagram, Selby, Selkirk, Semple, Sheard, Shelley, Shelburne, Sladen, Sothman, Stetham, Stobie, Stull and Sweeny;

(*s*) Togo and Turner;

(*t*) Unwin;

(*u*) Valin and Vrooman;

(*v*) Westbrook; and

(*w*) Zavitz. R.R.O. 1970, Reg. 820, Sched. 68.

**Schedule 69**

In the Territorial District of Sudbury:

The townships of,

(*a*) Acheson and Antrim;

(*b*) Cartier, Cascaden and Craig;

(*c*) Dennie;

(*d*) Emo and Ermatinger;

(*e*) Gilbert;

(*f*) Hart, Harty and Hess;

(*g*) Leinster and Levac;

(*h*) Moncrieff, Morse and Munster;

(*i*) Rhodes;

(*j*) Stralak;

(*k*) Ulster; and

(*l*) Tp. 107, Tp. 108, Tp. 114, Tp. 115 and Tp. 120. R.R.O. 1970, Reg. 820, Sched. 69; O. Reg. 28/73, s. 5.

**Schedule 70**

In the Territorial District of Sudbury:

The townships of,

(*a*) Afton and Aylmer;

(*b*) Botha and Bowell;

(*c*) Capreol, except that part in the Town of Capreol, and Creelman;

(*d*) Davis;

(*e*) Falconbridge, Foy and Fraleck;

(*f*) Henry;

(*g*) Janes;

(*h*) Kelly and Kitchener;

(*i*) Loughrin and Lumsden;

(*j*) Macbeth, Mackelcan, McCarthy, McConnell, McNish and Morgan;

(*k*) Parkin;

(*l*) Rathbun and Roberts;

(*m*) Scadding, Sheppard and Street;

(*n*) Telfer and Tyrone; and

(*o*) Wisner. R.R.O. 1970, Reg. 820, Sched. 70; O. Reg. 28/73, s. 6.

**Schedule 71**

In the Territorial District of Sudbury:

The townships of,

(*a*) Allen, Attlee and Awrey;

(*b*) Bevin, Bigwood, Broder and Burwash;

(*c*) Caen, Cherriman, Cleland, Cox and Creighton;

(*d*) Delamere, Dill and Dryden;

(*e*) Eden;

(*f*) Fairbank and Foster;

(*g*) Goschen;

(*h*) Haddo, Halifax, Hawley, Hendrie, Hoskin and Hyman;

(*i*) Kilpatrick;

(*j*) Laura;

(*k*) Roosevelt;

(*l*) Sale, Secord, Servos, Snider, Stalin and Struthers;

(*m*) Tilton, Totten, Travers, Trill and Truman; and

(*n*) Waldie. R.R.O. 1970, Reg. 820, Sched. 71; O. Reg. 28/73, s. 7.

**Schedule 72**

In the Territorial District of Sudbury:

The Township of Scollard. R.R.O. 1970, Reg. 820, Sched. 72.

**Schedule 73**

In the Territorial District of Sudbury:

The townships of,

(*a*) Bigelow;

(*b*) Dunlop;

(*c*) Gough;

(*d*) McKinnon, Merritt and Mongowin;

(*e*) Porter;

(*f*) Shakespeare;

(*g*) Vernon; and

(*h*) Tp. 118 and Tp. 119. R.R.O. 1970, Reg. 820, Sched. 73.

**Schedule 74**

In the Territorial District of Sudbury:

Beginning at a point on the north shore of North Channel at the southwest angle of the Township of Harrow; thence northerly along the westerly limit of that township to the southeast angle of the Township of Salter; thence westerly, southerly and westerly along the southerly limit of the Township of Salter to the southwest angle thereof; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of the township to the northeast angle thereof, being also the southwest angle of the Township of Gough; thence northerly along the westerly limit of the townships of Gough, Tp. 118, Tp. 119 and Tp. 120 to the northwest angle of the last-named township; thence easterly along the northerly limit of that township to the northeast angle thereof, being also the southwest angle of the Township of Tp. 114; thence northerly along the westerly limit of the townships of Tp. 114, Tp. 115, Gilbert and Dennie to the northerly limit of the last-named township; thence westerly along the northerly limit of the Township of Dennie and continuing westerly along the southerly limit of the townships of Alton, Jasper, Durban, Ethel and Comox to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Comox, Fulton and Iris to the northwest angle of the last-named township, being also the southeast angle of the Township of Tp. 8Z; thence westerly along the southerly limit of the townships of Tp. 8Z, Tp. 8A, Tp. 8B, Tp. 8C, Tp. 8D, Tp. 8E, Tp. 8F, Tp. 8G and Tp. 8H, and continuing westerly along the southerly limit of the townships of Tp. 22 and Tp. 23, Range 15, to the easterly limit of the Township of Tp. 24, Range 15, in the Territorial District of Algoma; thence northerly along the easterly limit of the Township of Tp. 24, Ranges 15 to 22, both inclusive, in that District, to the northeast angle of the last-named township; thence westerly along the northerly limit of that township to the southwest angle of the Township of Tp. 23, Range 23, in the Territorial District of Sudbury; thence northerly along the westerly limit of the Township of Tp. 23, Range 23, and continuing northerly along the production northerly of that limit to the northwest angle of the Township of Rennie; thence easterly along the northerly limit of the townships of Rennie, Leeson, Baltic, Barclay, Calais, Lloyd, Bonat, Sherlock, Shenango, Oates, Oswald, Melrose and Frey to the

northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Frey, Sewell and Kenogaming to the northwest angle of the Township of Crothers; thence easterly along the northerly limit of the townships of Crothers, McBride, Hassard, Beemer, English and Zavitz to the northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Zavitz, Hutt, Halliday, Mond, Natal, Macmurchy, Fawcett, Ogilvie and Browning to the southeast angle of the last-named township, being also the northwest angle of the Township of Stull; thence easterly along the northerly limit of the townships of Stull, McLeod, Ellis, Parker, Selby and Sladen to the northeast angle of the last-named township; thence southerly along the easterly limit of the townships of Sladen, Shelburne and Delhi to the southeast angle of the last-named township; thence westerly along the southerly limit of that township to the northeast angle of the Township of Armagh; thence southerly along the easterly limit of the townships of Armagh, Afton, Macbeth, McNish, Janes, Henry, Ratter and Dunnet to the southeast angle of the last-named township; thence westerly along the southerly limit of that township to the northeast angle of the Township of Casimir; thence southerly along the easterly limit of the townships of Casimir, Haddo and Martland to the northerly limit of the Township of Scollard; thence easterly along that limit to the southerly limit of the District; thence westerly along that limit to the southwest angle of the Township of Travers; thence northerly along the westerly limit of the townships of Travers and Kilpatrick to the northwest angle of the last-named township, being also the northeast angle of the Township of Humboldt; thence westerly along the northerly limit of that township to the easterly limit of the Township of Carlyle; thence northerly along the easterly limit of the Township of Carlyle to the southeast angle of the Township of Goschen; thence westerly along the southerly limit of the Township of Goschen and continuing westerly along the production westerly of that limit to the shore of Georgian Bay; thence continuing westerly along the southerly limit of the District to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 65 to 73;

(*b*) the City of Sudbury as it existed on the 31st day of December, 1972;

(*c*) the towns of Capreol, Massey, Onaping Falls, Nickel Centre, Rayside-Balfour, Webbwood, Valley East and Walden and the former towns of Coniston, Copper Cliff, Frood Mine and Levack, as they existed on the 31st day of December, 1972; and

(*d*) the municipal townships of Baldwin, Casimir, Jennings and Appleby, Chapleau, Cosby, Mason and Martland, Hagar, Nairn, Ratter and Dunnet and the townships of Blezard, Hallam and May and Harrow. R.R.O. 1970, Reg. 820, Sched. 74.

**Schedule 75**

In the Territorial District of Thunder Bay:

Beginning at the southeast angle of the Township of Bell; thence westerly along the southerly limit of the townships of Bell, Low, Klotz, Fernow, O'Meara, Bain and Bickle to the southwest angle of the last-named township; thence northerly along the westerly limit of the Township of Bickle and continuing northerly along the production northerly to that limit to the southerly limit of the Township of Nakina; thence westerly along the southerly limit of the townships of Nakina, Exton, Danford, Paska and Oboshkegan to the southwest angle of the last-named township; thence west astronomically to Phillips' and Benner's Line 1920; thence southerly along that line to Ross's Base Line 1923; thence westerly along the last-named Line to the westerly limit of the District; thence northerly along that limit to the northerly limit of the District; thence easterly along the last-mentioned limit to the easterly limit of the District; thence southerly along the last-mentioned limit to the northerly limit of the Township of Bain; thence easterly along the northerly limit of the townships of Bain, O'Meara, Fernow, Klotz, Low and Bell to the northeast angle of the last-named township; thence southerly along the easterly limit of that township to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 75.

**Schedule 76**

In the Territorial District of Thunder Bay:

Beginning at the northeast angle of the Township of Shabotik being a point in the easterly limit of the District; thence southerly along the easterly limit of the District to the shore of Lake Superior; thence in a general westerly and northwesterly direction along that shore to the southwest angle of the Township of Pic; thence easterly along the southerly limit of that township to the southeast angle thereof; thence northerly along the easterly limit of the Township of Pic to the northeast angle thereof; thence westerly along the northerly limit of that township to the southwest angle of Township 75; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of Township 75 to the easterly limit thereof; thence southerly along that limit to the northerly limit of Township 74; thence easterly along the northerly limit of Township 74, Township 73, Township 72 and Township 71 to the northeast angle of the last-numbered township, being also the southwest angle of the Township of Bryant; thence northerly along the westerly limit of the townships of Bryant, Atikameg and McGill to the northwest angle of the last-named township; thence easterly along the northerly limit of the townships of McGill and Shabotik to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 76.

**Schedule 77**

In the Territorial District of Thunder Bay:

Beginning at the northeast angle of the Township of Shabotik being a point in the easterly limit of the District; thence westerly along the northerly limit of the townships of Shabotik and McGill to the northwest angle of the last-named township; thence southerly along the westerly limit of the townships of McGill, Atikameg and Bryant to the southwest angle of the last-named township, being also the northeast angle of Township 71; thence westerly along the northerly limit of Township 71, Township 72, Township 73 and Township 74 to the southeast angle of Township 75; thence northerly along the easterly limit of that township to the northeast angle thereof; thence westerly along the northerly limit of Township 75 and the Improvement District of Marathon to the southeast angle of Township 79; thence northerly along the easterly limit of that township to the northeast angle thereof; thence westerly along the northerly limit of Township 79, Township 80, Township 81, Township 82, Township 83 and Township 84, to the northwest angle of the last-numbered township; thence southerly along the westerly limit of that township to the north shore of Lake Superior; thence in a general westerly direction following that shore to the easterly limit of the Township of Nipigon; thence northerly along the easterly limit of that township to the northeast angle thereof; thence easterly along the production easterly of the northerly limit of that township to the point of intersection with the production southerly of the easterly limit of the Township of Ledger; thence northerly along the last-mentioned production to the southeast angle of the Township of Ledger; thence easterly along the production easterly of the southerly limit of that township to its intersection with the production southerly of the easterly limit of the Township of Vincent; thence northerly along that production to the southeast angle of the last-named township; thence easterly along the production easterly of the southerly limit of that township to where it is intersected by the production southerly of the easterly limit of the Township of Croll; thence northerly along that production to the southeast angle of the Township of Croll; thence easterly along the production easterly of the southerly limit of that township eight miles; thence south astronomically twelve miles; thence east astronomically thirty-five miles; thence south astronomically twelve miles; thence east astronomically to the easterly limit of the District; thence southerly along the easterly limit of the District to the place of beginning. R.R.O. 1970, Reg. 820, Sched. 77.

**Schedule 78**

In the Territorial District of Thunder Bay:

The townships of,

(*a*) O'Neill; and

(*b*) Pic,

except the parts thereof in the municipal Township of Marathon. R.R.O. 1970, Reg. 820, Sched. 78.

**Schedule 79**

In the Territorial District of Thunder Bay:

The townships of Grain and Walsh. R.R.O. 1970, Reg. 820, Sched. 79.

**Schedule 80**

In the Territorial District of Thunder Bay:

The townships of Tuuri, Syine, Strey and Priske, except the parts thereof in the municipal Township of Terrace Bay. R.R.O. 1970, Reg. 820, Sched. 80.

**Schedule 81**

In the Territorial District of Thunder Bay:

Beginning at the southeast angle of the Township of Bell being a point in the easterly limit of the District; thence westerly along the southerly limit of the townships of Bell, Low, Klotz, Fernow, O'Meara, Bain and Bickle to the southwest angle of the last-named township; thence northerly along the westerly limit of the Township of Bickle and continuing northerly along the production northerly of the westerly limit of that township to the southerly limit of the Township of Nakina; thence westerly along the southerly limit of the townships of Nakina, Exton, Danford, Paska and Oboshkegan to the southwest angle of the last-named township; thence southerly along the production southerly of the westerly limit of that township to the southeast angle of the Township of Vincent; thence easterly along the production easterly of the southerly limit of the Township of Vincent to where it is intersected by the production southerly of the easterly limit of the Township of Croll; thence northerly along that production to the southeast angle of that township; thence easterly along the production easterly of the southerly limit of that township eight miles; thence south astronomically twelve miles; thence east astronomically thirty-five miles; thence south astronomically twelve miles; thence east astronomically to the easterly limit of the District; thence northerly along the easterly limit of the District to the place of beginning; excepting therefrom the Town of Geraldton. R.R.O. 1970, Reg. 820, Sched. 81.

**Schedule 82**

In the Territorial District of Thunder Bay:

Beginning at the southwest angle of the Township of Dorion; thence northerly along the westerly limit of that township to the northwest angle thereof; thence easterly along the northerly limit of the township to where it is intersected by the production southerly of the westerly limit of the Township of Innes; thence northerly along that production to where it is intersected by the production westerly of the northerly limit of the Township of Booth; thence westerly along the production westerly of the northerly limit of that township to Phillips' and Benner's Line 1920; thence northerly along that line to the point of intersection with a line drawn west astronomically from the southwest angle of the Township of Oboshkegan; thence east astronomically to the southwest angle of that township; thence southerly along the production southerly of the westerly limit of the Township of Oboshkegan to the southeast angle of the Township of Vincent; thence continuing southerly along the production southerly of the easterly limit of that township to where it is intersected by the production easterly of the southerly limit of the Township of Ledger; thence westerly along that production to the southeast angle of the Township of Ledger; thence southerly along the production southerly of the easterly limit of that township to where it is intersected by the production easterly of the northerly limit of the Township of Nipigon; thence westerly along the last-mentioned production to the northeast angle of that township; thence southerly along the easterly limit of the Township of Nipigon and continuing southerly along the production southerly of that limit two miles, more or less, to a point in the west shore of Nipigon Bay; thence in a general southerly direction following that shore to the southeast angle of the Township of Lyon; thence westerly along the southerly limit of that township to the northerly shore of Black Bay; thence in a general westerly and southerly direction following the northerly and westerly shore of Black Bay to the southeast angle of the Township of Dorion; thence westerly along the southerly limit of that township to the place of beginning; excepting therefrom,

(*a*) the Improvement District of Red Rock; and

(*b*) the municipal townships of Beardmore and Nipigon. R.R.O. 1970, Reg. 820, Sched. 82.

**Schedule 83**

In the Territorial District of Thunder Bay:

Beginning at a point in the westerly limit of the District where it is intersected by Ross's Base Line 1923; thence easterly along that line seventy-six miles, more or less, to Phillips' and Benner's Line 1920; thence southerly along the last-named line to where it is intersected by the production westerly of the northerly limit of the Township of Booth; thence easterly along that production to where it is intersected by the production southerly of the westerly limit of the Township of Innes; thence southerly along the last-mentioned production to the northerly limit of the Township of Dorion; thence westerly along the northerly limit of that township to the northwest angle thereof; thence southerly along the westerly limit of the Township of Dorion to the southwest angle thereof; thence continuing southerly along the production southerly of that limit nine miles, more or less, to an angle in the municipal Township of Shuniah; thence westerly along the northerly limit of that township to the easterly limit of the Township of Gorham; thence southerly along the easterly limit of the Township of Gorham to the southeast angle thereof; thence westerly along the southerly limit of the townships of Gorham and Ware to the easterly limit of the Township of Conmee; thence northerly along the easterly limit of the last-named township to the northeast angle thereof; thence westerly along the northerly limit of that township to the northwest angle thereof; thence southerly along the westerly limit of the townships of Conmee and O'Connor to the southwest angle of the last-named township; thence easterly along the southerly limit of that township to the southeast angle thereof; thence northerly along the easterly limit of the township to the northerly limit of the Township of Scoble; thence easterly along the northerly limit of the Township of Scoble to the northeast angle thereof; thence southerly along the easterly limit of that township to the southerly limit of the Township of Paipoonge; thence easterly along the southerly limit of that township one mile, more or less, to an angle in the Township of Neebing; thence southerly along the easterly limit of the townships of Scoble and Pearson to the southeast angle of the last-named township; thence westerly along the southerly limit of that township to the northeast angle of the Township of Devon; thence southerly along the easterly limit of that township and continuing southerly along the production southerly of that limit to the International Boundary; thence in a general westerly direction along the International Boundary to the westerly limit of the District; thence northerly along that limit of the District to the place of beginning; excepting therefrom the municipal Township of Gillies. R.R.O. 1970, Reg. 820, Sched. 83.

**Schedule 84**

In the Territorial District of Thunder Bay:

Beginning at a point where the easterly limit of the Territorial District of Thunder Bay intersects the north shore of Lake Superior; thence south astronomically to the International Boundary; thence in a general westerly direction along that boundary to the westerly limit of the District, being also the easterly limit of the Territorial District of Rainy River; thence north astronomically along that limit to the middle channel of Lake St. Joseph; thence northeasterly along that channel

and the middle channel of the Albany River to its intersection with the westerly limit of the Territorial District of Cochrane; thence southerly along that limit to the southwest angle of the Township of Raynar, being also the northwest angle of the Township of Bain in the Territorial District of Thunder Bay; thence easterly along the northerly limit of the townships of Bain, O'Meara, Fernow, Klotz, Low and Bell to the northeast angle of the last-named township, being a point in the easterly limit of the last-named District; thence southerly along that limit to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 75 to 83;

(*b*) the City of Thunder Bay;

(*c*) the Improvement District of Red Rock;

(*d*) the Town of Geraldton; and

(*e*) the municipal townships of Beardmore, Conmee, Gillies, Marathon, Neebing, Nipigon, O'Connor, Oliver, Paipoonge, Schreiber, Shuniah and Terrace Bay. R.R.O. 1970, Reg. 820, Sched. 84; O. Reg. 28/73, s. 8.

**Schedule 85**

In the territorial districts of Cochrane and Timiskaming:

The townships of,

(*a*) Alma and Argyle;

(*b*) Baden, Bannockburn, Bartlett, Bompas and Burt;

(*c*) Cairo, Childerhose and Cleaver;

(*d*) Davidson, Doon, Douglas, Doyle and Dunmore;

(*e*) Fallon, Fasken, Flavelle and Fripp;

(*f*) Geikie and Gross;

(*g*) Hillary, Hincks and Holmes;

(*h*) Keefer and Kimberley;

(*i*) Lee;

(*j*) McArthur, McEvay, McKeown, McNeil, Michie, Midlothian, Montrose and Musgrove;

(*k*) Nordica;

(*l*) Pharand and Powell;

(*m*) Reynolds and Robertson;

(*n*) Sheba;

(*o*) Terry, Timmins and Tolstoi;

(*p*) Willison; and

(*q*) Yarrow. R.R.O. 1970, Reg. 820, Sched. 85; O. Reg. 28/73, s. 9.

**Schedule 86**

In the Territorial District of Timiskaming:

The townships of,

(*a*) Brewster;

(*b*) Charters, Chown, Corkill and Corley;

(*c*) Donovan and Dufferin;

(*d*) Gamble;

(*e*) Haultain;

(*f*) Knight;

(*g*) Lawson, Leckie, Leith and Leonard;

(*h*) Milner and Morel;

(*i*) Nicol and North Williams;

(*j*) Rankin, Ray and Raymond;

(*k*) Tyrrell; and

(*l*) Van Hise. R.R.O. 1970, Reg. 820, Sched. 86.

**Schedule 87**

In the Territorial District of Timiskaming:

The townships of,

(*a*) Auld;

(*b*) Banks, Barber, Beauchamp and Bryce;

(*c*) Cane;

(*d*) Farr;

(*e*) Henwood;

(*f*) Lundy;

(*g*) Mickle;

(*h*) Roadhouse and Robillard;

(*i*) Savard, Sharpe, Shillington, Smyth and Speight;

(*j*) Truax and Tudhope; and

(*k*) Wallis and Willet. R.R.O. 1970, Reg. 820, Sched. 87.

**Schedule 88**

In the Territorial District of Timiskaming:

The townships of,

(*a*) Barr and Brigstocke;

(*b*) Cole;

(*c*) Dane;

(*d*) Firstbrook;

(*e*) Gillies Limit;

(*f*) Kittson and Klock;

(*g*) Leo;

(*h*) McGiffin and Medina;

(*i*) Rorke;

(*j*) Trethewey;

(*k*) van Nostrand; and

(*l*) Whitson. R.R.O. 1970, Reg. 820, Sched. 88.

**Schedule 89**

In the territorial districts of Cochrane and Timiskaming:

The townships of,

(*a*) Arnold;

(*b*) Ben Nevis;

(*c*) Catharine and Clifford;

(*d*) Hearst;

(*e*) Katrine;

(*f*) McElroy and McFadden;

(*g*) McVittie except that part in the municipal Township of McGarry;

(*h*) Ossian;

(*i*) Pontiac;

(*j*) Rattray; and

(*k*) Skead. R.R.O. 1970, Reg. 820, Sched. 89.

**Schedule 90**

In the territorial districts of Cochrane and Timiskaming:

The townships of,

(*a*) Benoit;

(*b*) Bernhardt, Bisley, Blain and Boston;

(*c*) Eby;

(*d*) Grenfell;

(*e*) Lebel;

(*f*) Maisonville, Marquis and Morrisette;

(*g*) Otto; and

(*h*) Pacaud. R.R.O. 1970, Reg. 820, Sched. 90.

**Schedule 91**

In the Territorial District of Timiskaming:

The townships of,

(*a*) Bayly;

(*b*) Ingram;

(*c*) Marter and Mulligan; and

(*d*) Pense. R.R.O. 1970, Reg. 820, Sched. 91.

**Schedule 92**

In the Territorial District of Timiskaming:

The townships of Lorrain and South Lorrain. R.R.O. 1970, Reg. 820, Sched. 92.

**Schedule 93**

In the Territorial District of Timiskaming:

Beginning at the northeast angle of the Township of Riddell in the Territorial District of Nipissing, being also the southwest angle of the Township of

South Lorrain in the Territorial District of Timiskaming; thence northerly along the westerly limit of the last-named township to the southwest angle of the Township of Lorrain; thence westerly in a straight line $7\frac{1}{2}$ miles, more or less, to the southeast angle of the Township of Brigstocke; thence continuing westerly along the southerly limit of the townships of Brigstocke, Cole and Medina to the southwest angle of the last-named township; thence northerly along the westerly limit of that township to the northwest angle thereof, being also the southeast angle of the Township of Rorke; thence westerly along the southerly limit of the townships of Rorke, McGiffin, Gamble, Corley, Leckie and Dufferin to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Dufferin, North Williams, Leonard, Tyrrell, Knight, Raymond, Midlothian, Montrose and Hincks to the northwest angle of the last-named township, being also the southeast angle of the Township of Geikie; thence westerly along the southerly limit of the townships of Geikie, Bartlett, Musgrove, Doyle, Childerhouse and Pharand to the southwest angle of the last-named township; thence northerly along the westerly limit of the townships of Pharand, Hillary and Keefer to the northwest angle of the last-named township; thence easterly along the northerly limit of the townships of Keefer, Denton, Thorneloe, Price, Adams, Eldorado, Langmuir, Blackstock, Timmins, McEvay, Tolstoi, Black, Benoit, Melba, Bisley, Clifford, Ben Nevis and Pontiac to the boundary between Ontario and Quebec; thence southerly along that boundary to a point east astronomically from the place of beginning; thence west astronomically a distance of $10\frac{1}{2}$ miles, more or less, along the southerly limit of the Township of South Lorrain, to the place of beginning; excepting therefrom,

(*a*) the lands in schedules 85 to 92;

(*b*) the Improvement District of Gauthier;

(*c*) the towns of Charlton, Cobalt, Englehart, Haileybury, Latchford and New Liskeard;

(*d*) the municipal townships of Armstrong, Brethour, Bucke, Casey, Chamberlain, Coleman, Dack, Dymond, Evanturel, Harley, Harris, Hilliard, Hudson, James, Kerns, Larder Lake, McGarry and the Town of Kirkland Lake; and

(*e*) the Village of Thornloe. R.R.O. 1970, Reg. 820, Sched. 93; O. Reg. 28/73, s. 10.

**Form 1**

*Vital Statistics Act*

NOTICE OF LIVE BIRTH OR STILL-BIRTH

1. Name of mother (print) .....
(Mrs./Miss) (surname) (given names)

2. Permanent address of mother .....
(street and no.) (city, town or village, township, county or district)

3. Place of birth: Home ☐ Hospital ☐

.....
(name and location)

4. Date of birth ..... Sex: Male ☐ Female ☐
(day month year)

5. Birth weight ..... Weeks of gestation .....
(lbs. and ozs. or grams)

6. Was child born alive?:

Yes ☐ No ☐ Single ☐ Twin ☐ Triplet ☐ Other ☐

7. Number of previous pregnacies..... Number of previous births: live..... still.....

8. Were any congenital anomalies noted at birth? Yes ☐ No ☐

If yes, describe.....

9. Was there a birth injury? Yes ☐ No ☐

If yes, describe .....

..... .....
(name of family physician) (signature of attending physician or nurse)

..... .....
(post office address) (date)

R.R.O. 1970, Reg. 820, Form 1.

**Form 2**

*Vital Statistics Act*

STATEMENT OF LIVE BIRTH

Province of Ontario
Office of the Registrar General

Registration Number
(ministry use only)

---

Name of Child

1. Surname of child (print or type)

.....

All given names

.....

Social Insurance Number (when available)

| | | |
|---|---|---|
| | | |

2. Sex of child .....

---

Date of Birth

3. Month (by name), day, year of birth .....

4. Kind of birth (state whether single, twin, triplet) .....

5. If twin, triplet, state whether this child born 1st, 2nd, 3rd .....

---

Place of Birth

6. Name of hospital (if not in hospital give exact location where birth occurred) .....

.....

Borough, City, Town, Village, Township .....

Regional Municipality, County or District .....

---

Usual Residence of Mother

7. Complete street address—if rural give exact location (not P.O. or R.R. address)

.....

Borough, City, Town, Village, Township.....

Regional Municipality, County or District, Province (or country) .....

.....

Other Birth Particulars

8. Duration of pregnancy (in completed weeks).....

9. Number of children ever born to this mother (including this birth).....

Number Live-born.....

Number Still-born (after twenty weeks Pregnancy) .....

10. Weight of child at birth.....pounds.....ounces (or).....grams

11. Please state if mother is: Married, widowed, divorced or single (the term "common law" or "separated" not to be used).....

| Parents | Father—Social Insurance Number (when available) | Mother—Social Insurance Number (when available) |
|---|---|---|
| | \| \| \| \| \| \| \| \| \| | \| \| \| \| \| \| \| \| \| |
| Name | 12. Surname of child's father (print or type) | 16. Maiden surname of child's mother (print or type) |
| | ..... | ..... |
| | All given names | All given names |
| | ..... | ..... |
| Birthplace | 13. City, Town or other place of birth (by name) | 17. City, Town or other place of birth (by name) |
| | ..... | ..... |
| Birthdate | 14. Month (by name), day, year of birth | 18. Month (by name), day, year of birth |
| | ..... | ..... |
| | 15. Age (at time of this birth) | 19. Age (at time of this birth) |
| | ..... | ..... |

Attendant

20. Name and address of attending physician (or other attendant)

.....

Physician..... Nurse..... Other (specify).....

Mailing Address of Mother

21. Complete mailing address (if different from Item 7). If rural give P.O. or R.R. address:

.....

Certification of Informant

22. I certify the foregoing to be true and correct to the best of my knowledge and belief:

Signature of Informant .....

23. Relationship of Informant to child .....

24. Date signed: Month (by name), day, year .....

---

For Ministry use only

---

Certificate of Division Registrar

I am satisfied as to the correctness and sufficiency of this statement and register the birth by signing the statement:

Signature of Division Registrar .....

Date: Month, day, year .....

Registration Number ..... Code Number .....

---

O. Reg. 432/73, s. 1, *part*.

## Form 3

*Vital Statistics Act*

## ACKNOWLEDGMENT OF REGISTRATION OF STILL-BIRTH

Under the *Vital Statistics Act* and the regulations, I acknowledge the registration of the still-birth

of

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

(registered surname)

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

(registered given names)

of .....
(registered address)

Dated at ....., this ..... day of ....., 19....

.....
(signature of division registrar)

.....
Code No.

R.R.O. 1970, Reg. 820, Form 3.

**Form 4**

*Vital Statistics Act*

DELAYED STATEMENT OF BIRTH

PLEASE TYPEWRITE OR PRINT IN INK

Full name of child.....
(surname) (given names)

Date of birth ..... Sex.....
(month day year)

Place of birth.....
(city, town, village or township) (county, etc.)

If in hospital or institution, give name.....

| FATHER | MOTHER |
|---|---|
| Full name ..... (surname) | Full maiden name ..... (surname) |
| ..... (given names) | ..... (given names) |
| Birthplace..... | Birthplace..... |

I certify the foregoing to be true and correct to the best of my knowledge and belief.

Given under my hand at ..... this ..... day of ....., 19....

.....
(signature of informant)

This space for use of Registrar General only.

I REGISTER THE BIRTH BY SIGNING THIS STATEMENT

this ..... day of ....., 19...., at Toronto, Ontario, Canada.

.....
Deputy Registrar General

D.R.B. File No.....

R.R.O. 1970, Reg. 820, Form 4.

Form 5

*Vital Statistics Act*

STATUTORY DECLARATION IN SUPPORT OF AN APPLICATION FOR REGISTRATION OF A BIRTH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE BIRTH

PROVINCE / STATE OF

In the matter of an application for registration of a birth not registered within one year of the day of the birth.

TO WIT:

I, ☐☐☐

**Form 6**

*Vital Statistics Act*

APPLICATION FOR SUBSTITUTED REGISTRATION ON ADOPTION

It is requested that a new birth registration, in accordance with the attached statement of birth, be substituted for the original birth registration and that this application be filed and sealed with the original birth registration.

PLACE OF BIRTH..... DATE OF BIRTH.....

REGISTRATION NO..... SEX .....

NAME OF CHILD ON ADOPTION ORDER.....
(surname) (given names)

..... .....
(signature of adopting mother or father) (street address) (city)

..... .....
(signature of witness) (street address) (city)

.....
(day) (month) (year)

R.R.O. 1970, Reg. 820, Form 6.

**Form 7**

*Vital Statistics Act*

STATEMENT OF STILL-BIRTH

For use of Registrar General only

1. PLACE OF STILL-BIRTH
City, Town,
Village or Township.....Street Address.....
(If still-birth took place in a hospital or other institution, state the name thereof.)

County or
Territorial District of .....

2. PRINT NAME OF STILL-BORN CHILD .....
.....
(surname)
.....
.....
(given names or insert still-birth)

3. SEX.....
(write male or female)

4. (1) Single ☐ Twin ☐ Triplet ☐ Other ☐
(Put X in the proper square)

(2) If "OTHER", state the number.....

(3) If a twin, triplet or other, state whether the child was born first, second, third, et cetera

.....

5. Date of Still-birth .....
(month by name) (day) (year)

.....

(Before completing items 6 to 11 read note 1.)

PARTICULARS OF HUSBAND

6. Print Name in Full

(surname)

(given names)

7. Permanent Address.....
(street address, if any)

.....
(municipality)

8. Citizenship .....
(see note 2)

9. Age .....
(at time of this still-birth)

10. Place of Birth .....
(province, state or country)

11. Occupation

(1) Trade, Profession or Kind of Work .....
(see note 3)

(2) Type of Industry or Business .....
(see note 4)

PARTICULARS OF MOTHER

12. The Mother of the Child Is

Single ☐ Married ☐ Widowed ☐ Divorced ☐
(place X in the proper square)

MOTHER

13. Print Maiden Name in Full

(surname)

(given names)

14. Permanent Address.....
(street address, if any)

.....
(municipality)

15. LENGTH OF STAY IN YEARS, MONTHS AND DAYS (*a*) ..... (*b*) .....
(in municipality, organized township or territorial district where still-birth occurred) (in Ontario)

(*c*) .....
(in Canada, if immigrant)

16. CITIZENSHIP .....
(see note 2)

17. AGE ..... 18. PLACE OF BIRTH .....
(at time of this still-birth) (province, state or country)

19. OCCUPATION
(1) TRADE, PROFESSION OR KIND OF WORK.....
(see note 5)

(2) TYPE OF INDUSTRY OR BUSINESS .....
(see note 6)

20. HOW MANY CHILDREN BORN TO THIS MOTHER BEFORE THIS STILL-BIRTH:

(*a*) were born alive?..... (*b*) are now living?.....

(*c*) were born dead after the mother was pregnant at least twenty-eight weeks?.....

21. MEDICAL PRACTITIONER OR NURSE IN ATTENDANCE AT THIS STILL-BIRTH

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

(surname)

.....
(post office address)

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

(given names or initials)

(see note 7)

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ITEMS 1 TO 21 ARE TRUE AND CORRECT.

.....
(month by name) (day) (year)

..... .....
(post office address) (signature)

(Item 22 is to be completed only by the funeral director)

22. (1) The proposed date of burial, cremation or other disposition or the removal of the body is.....

.....
(month by name) (day) (year)

(2) The proposed place of .....
(burial, cremation or other disposition or removal of the body)

.....
(municipality or other place) (name of cemetery or crematorium)

.....
(month by name) (day) (year)

.....
(post office address of funeral director)

.....
(signature of funeral director)

---

(This space for use of division registrar only)

REGISTRATION NUMBER ..... DATE BURIAL PERMIT ISSUED .....

.....
(month by name) (day) (year)

BURIAL PERMIT ISSUED BY ..... ADDRESS OF ISSUER .....

I am satisfied as to the correctness and sufficiency of this statement and the medical certificate of the cause of the still-birth, and I register the still-birth by signing the statement and certificate this .....
(month by name)

.....
(day) (year)

.....
(Code Number)

.....
(signature of division registrar)

NOTES

1. Subsection 6 (4) of the *Vital Statistics Act* reads as follows:

> (4) Except as provided in subsection (5), the birth of a child of a married woman shall be registered showing the surname of the husband as the surname of the child, and the particulars of the husband shall be given as those of the father of the child.

Subsection 6 (7) of the said Act reads as follows:

> (7) Except as provided in subsection (8), the birth of a child of an unmarried woman shall be registered showing the surname of the mother as the surname of the child, and no particulars of the father shall be given.

2. Citizenship refers to the country to which a person owes allegiance. The term "Canadian" means a person who was born in Canada or who has the rights of citizenship in Canada, unless that person has subsequently become a citizen of another country.

3. Under item 11 (1) the trade, profession or kind of work in which the husband or father is occupied is to be inserted, for example: spinner, doctor, office clerk, sales clerk, salesman, labourer, et cetera.

4. Under item 11 (2) the type of industry or business in which the husband or father is occupied is to be inserted, for example: paper, lumber, coal, newspaper, insurance, banking, clothing, grocery store, et cetera.

5. Under item 19 (1) the trade, profession or kind of work in which the mother was occupied before the still-birth is to be inserted, for example: spinner, doctor, stenographer, office clerk, sales clerk, elevator operator, et cetera. If a housewife in her own home, state "housewife".

6. Under item 19 (2) the type of industry or business in which the mother was occupied before the still-birth is to be inserted, for example: cotton mill, soap factory, law office, et cetera. If a housewife in her own home, state "at home".

7. Subsection 6 (1) of the *Vital Statistics Act* reads as follows:

(1) Within thirty days after the day of the birth within Ontario of a child,

(*a*) the mother;

(*b*) if the mother is incapable, the father; or

(*c*) if the mother and father are incapable, the person standing in the place of the parents of the child,

shall complete, certify and deliver or mail a statement in the prescribed form respecting the birth to the division registrar of the registration division within which the child was born, but the Registrar General may accept the statement of the father although the mother is not incapable.

R.R.O. 1970, Reg. 820, Form 7.

**Form 8**

*Vital Statistics Act*

MEDICAL CERTIFICATE OF THE CAUSE OF STILL-BIRTH

(For use of Registrar General only)

1. PLACE OF STILL-BIRTH:

City, Town,
Village or Township of ..... Street address.....
(if still-birth took place in a hospital

.....County or
or other institution, state the name thereof) Territorial District of .....

2. PRINT FULL NAME OF STILL-BORN CHILD

(surname)

(given names or insert still-birth)

3. SEX..... (write male or female)

4. (1) Single ☐ Twin ☐ Triplet ☐ Other ☐

(2) If "OTHER", state the number.....

(Place X in the proper square)

(3) If a twin, triplet or other, state whether the child was born first, second, third, et cetera.....

5. DATE OF STILL-BIRTH.....
(month by name) (day) (year)

6. CAUSE OF STILL-BIRTH (see notes)

GROUP 1

IMMEDIATE CAUSE—Give the morbid conditions that caused foetal death, not mode of dying, as asphyxia, et cetera. (*a*) .....

due to

MORBID CONDITIONS, if any, giving rise to immediate cause (stated in order backwards from immediate cause). (*b*) .....

due to

(*c*) .....

GROUP 2

OTHER MORBID CONDITIONS (if important) contributing to foetal death but not causally related to immediate cause. .....

.....

.....

---

7. STATE:

NAME OF MOTHER OF STILL-BORN CHILD

(surname)

(given names)

(*b*) PERIOD OF GESTATION IN COMPLETED WEEKS AT TIME OF STILL-BIRTH .....

8. (1) WAS THERE MANIPULATIVE, INSTRUMENTAL OR OTHER OPERATIVE PROCEDURE FOR DELIVERY?.....
(yes or no)

(2) IF SO, WAS FOETUS DEAD BEFORE THE PROCEDURE?.....
(yes or no)

(3) STATE NATURE OF PROCEDURE.....
(Such as low middle or high forceps; version and extraction, Caesarian section, craniotomy)

9. DID DEATH OCCUR BEFORE LABOUR?..... (yes or no)

DURING LABOUR?..... (yes or no)

AFTER LABOUR BUT BEFORE RESPIRATION?..... (yes or no)

WAS LABOUR INDUCED?..... (yes or no)

10. (1) WAS THERE AN AUTOPSY?..... (yes or no)

(2) IF SO, STATE FINDINGS.....

.....

I certify that I .....in attendance at this still-birth and that the statements herein are true
(was or was not)

and correct to the best of my knowledge and belief.

.....
(month by name) (day) (year)

.....
(signature)

..... .....
(post office address) (designation as medical practitioner or coroner)

---

(This space for use of division registrar only)

REGISTRATION NO.....

I am satisfied as to the correctness and sufficiency of this medical certificate and the statement of still-birth,

and I register the still-birth by signing the certificate and statement this .....
(month by name) (day) (year)

.....
(signature of division registrar)

.....
(Code No.)

NOTES

1. The morbid conditions relating to a still-birth are divided into two groups. In Group 1 are those conditions causally related to the "IMMEDIATE CAUSE" and in Group 2 those not causally related thereto. In most cases the completion of Group 1 will be sufficient. When it is necessary to record more than one entry, these should be stated in order so as to indicate their mutual relationship.

2. Follow these instructions:

    1. Name first the "Immediate Cause" of death, i.e., the disease, injury or complication that caused death (not mode of dying or terminal condition).

    2. Then give other morbid conditions (if any) of which the immediate cause was the consequence, in order of causal relationship, stating the most recent one first and then the others in order.

    3. Group 2 is reserved for other important contributory morbid conditions, particularly when death was due to a combination of maladies, none of which would have been fatal alone.

    4. Use accepted terms for morbid conditions and never record mere symptoms only.

3. The following examples illustrate the essential principles in the use of the form:

| GROUP 1 | Example 1 | Example 2 | Example 3 |
|---|---|---|---|
| IMMEDIATE CAUSE—Give the morbid condition that caused foetal death, not mode of dying, as asphyxia, et cetera. | (*a*) Cerebral haemorrhage due to | (*a*) Excessive cranial stress (Foetal asphyxia) due to | (*a*) Foetal anaerosis due to |
| MORBID CONDITIONS, if any, giving rise to immediate cause (stated in order backwards from immediate cause). | (*b*) Dystocia due to | (*b*) Dystocia due to | (*b*) Relative placental insufficiency due to |
| GROUP 2 | (*c*) Breech presentation | (*c*) Contracted pelvis | (*c*) Maternal nephritic toxaemia |
| OTHER MORBID CONDITIONS (if important) contributing to foetal death but not causally related to immediate cause. | ..... | Relative placental insufficiency; infarction and degeneration of placenta | ..... |

R.R.O. 1970, Reg. 820, Form 8.

**Form 9**

*Vital Statistics Act*

APPLICATION FOR REGISTRATION OF A STILL-BIRTH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF STILL-BIRTH

Under the *Vital Statistics Act* and the regulations,

I, _____

(print given names of applicant)

_____

(print surname of applicant)

of .....
(post office address)

make application to the Registrar General to register the still-birth of

_____

(print surname of child)

_____

(print given names of child or insert STILL-BIRTH)

The place of still-birth was .....in Ontario.

The date of still-birth was .....
(month by name) (day) (year)

I attach the following:

1. A statement of still-birth, in Form 7.
2. A statutory declaration, in Form 10.
3. Fee of $5.
4. The following Class .....evidence of stillbirth:
(A or B)

.....
(signature of applicant)

.....
(month by name) (day) year)

R.R.O. 1970, Reg. 820, Form 9.

**Form 10**

*Vital Statistics Act*

STATUTORY DECLARATION IN SUPPORT OF AN APPLICATION FOR REGISTRATION OF A STILL-BIRTH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE STILL-BIRTH

Province / State | of

In THE MATTER OF an application for registration of a still-birth not registered within one year of the day of the still-birth.

I, | | | | | | | | | | | | | | | | | | | |

(print given names)

| | | | | | | | | | | | | | | | | | | | |

(print surname)

of the.....of.....in the County / District of.....

SOLEMNLY DECLARE THAT:

1. I make this statutory declaration in support of an application for registration of the still-birth of

| | | | | | | | | | | | | | | | | | | | |

(print surname of child)

| | | | | | | | | | | | | | | | | | | | |

(print given names of child or insert STILL-BIRTH)

2. The still-birth was not registered within one year of the day of the still-birth.
3. The information contained in the attached statement of still-birth is true and correct.

4. I am .....
(state relationship to still-born child, if any)

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....

in the.....of....., .....
(signature of applicant)

this.....day of.....,19....

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 10.

**Form 11**

*Vital Statistics Act*

ACKNOWLEDGMENT OF RECEIPT OF A STATEMENT OF MARRIAGE

Under the *Vital Statistics Act* and the regulations, I acknowledge receipt of a statement of marriage solemnized by you under authority of

☐ Banns No .....

☐ Licence No .....

Dated at Toronto, this.....day of....., 19....

.....
Registrar General

R.R.O. 1970, Reg. 820, Form 11.

**Form 12**

*Vital Statistics Act*

APPLICATION FOR REGISTRATION OF A MARRIAGE NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF MARRIAGE

Under the *Vital Statistics Act* and the regulations,

I, | | | | | | | | | | | | | | | | | | | |
(given names of applicant)

| | | | | | | | | | | | | | | | | | | |
(surname of applicant)

of .....
(post office address)

make application to the Registrar General to register the marriage of

| | | | | | | | | | | | | | | | | | | |
(surname of bridegroom)

(given names of bridegroom)

and

(MAIDEN surname of bride)

(given names of bride)

who were married on the ..... day of....., 19....

at .....
(place of marriage)

I attach the following:

1. Particulars of the marriage, in Form 13.
2. A statutory declaration, in Form 14.
3. Fee of $5.
4. The following Class .....evidence of marriage:
(A or B)

.....
(signature of applicant)

..... .....
(post office address) (month by name) (day) (year)

R.R.O. 1970, Reg. 820, Form 12.

**Form 13**

*Vital Statistics Act*

PARTICULARS OF A MARRIAGE

(For use of Registrar General only)

1. PLACE OF MARRIAGE:

Municipality of..... Street Address or Name of Church:.....

County or Territorial District of .....

2. DATE OF MARRIAGE .....
(month by name) (day) (year)

3. (1) LICENCE ☐ BANNS ☐
(Place X in proper square)

(2) LICENCE NUMBER.....

BRIDEGROOM

4. PRINT NAME

(surname)

(given names)

5. RESIDENCE .....
(Usual place of abode. If in a municipality, state the street address and the municipality. If not in a municipality, state the post office address and the county or territorial district.)

6. BACHELOR ☐ WIDOWER ☐ DIVORCED ☐
(place X in the proper square)

7. RELIGIOUS DENOMINATION .....

8. AGE ..... (in years)

9. CITIZENSHIP .....

10. PLACE OF BIRTH .....
(If in Canada, state post office address, county or territorial district and province. If outside Canada, state the name of the country.)

11. PRINT NAME OF FATHER

(surname) (given names)

12. PRINT MAIDEN NAME OF MOTHER

(maiden surname) (given names)

13. BIRTHPLACE OF FATHER .....
(province or country)

14. BIRTHPLACE OF MOTHER .....
(province or country)

BRIDE

15. PRINT MAIDEN NAME

(maiden surname)

(given names)

16. RESIDENCE .....
(Usual place of abode. If in a municipality, state the street address and the municipality. If not in a municipality, state the post office address and the county or territorial district.)

17. SPINSTER ☐ WIDOW ☐ DIVORCED ☐
(place X in the proper square)

18. RELIGIOUS DENOMINATION .....

19. AGE ..... (in years) 20. CITIZENSHIP .....

21. PLACE OF BIRTH .....
(If in Canada, state post office address, county or territorial district and province. If outside Canada, state the name of the country.)

22. PRINT NAME OF FATHER (surname) (given names)

23. PRINT MAIDEN NAME OF MOTHER (maiden surname) (given names)

24. BIRTHPLACE OF FATHER ..... (province or country)

25. BIRTHPLACE OF MOTHER ..... (province or country)

26. NAME AND ADDRESS OF PERSON SOLEMNIZING THE MARRIAGE

.....

.....

.....
(signature of informant)

.....
(day) (month) (year)

This space for use of Registrar General only.

I REGISTER THE MARRIAGE BY SIGNING THESE PARTICULARS

this.....day of....., 19...., at Toronto, Ontario, Canada.

.....
Deputy Registrar General

D. R. M. File No .....

R.R.O. 1970, Reg. 820, Form 13.

**Form 14**

*Vital Statistics Act*

STATUTORY DECLARATION BY AN APPLICANT FOR REGISTRATION OF A MARRIAGE NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE MARRIAGE

Province / State of

IN THE MATTER OF an application for registration of marriage not registered within one year of the day of marriage.

TO WIT:

I, (print given names)

(print surname) of the.....

of.....in the County / District of.....in the.....of.....

SOLEMNLY DECLARE THAT:

1. I am the applicant for registration of the marriage of

(print surname of bridegroom)

(print given names of bridegroom)

and

(print MAIDEN surname of bride)

(print given names of bride)

2. The marriage was not registered within one year of the day of the marriage.

3. The information contained in the attached statement of the particulars of the marriage, in Form 13, is true and correct.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....

in the.....of.....,

this.....day of....., 19....

.....
(signature of deponent)

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 14.

**Form 15**

*Vital Statistics Act*

STATEMENT OF DEATH

Province of Ontario
Office of the Registrar General

Registration Number
(ministry use only)

Name of Deceased

1. Surname of deceased (print or type) .....

All given names .....

Social Insurance Number (when available)

2. Sex .....

Place of Death

3. Name of hospital or institution (otherwise exact location where death occurred)

.....

Borough, City, Town, Village or Township (by name) .....

Regional Municipality, County or District .....

Date of Death

4. Month (by name), day, year of death .....

Usual Residence of Deceased

5. Complete street address. If rural give exact location (not P.O. or R.R. address)

.....

Borough, City, Town, Village or Township .....

Regional Municipality, County or District .....

Province (or country) .....

Marital Status

6. Single, married, widowed or divorced (specify) .....

7. If married, widowed or divorced, give full name of husband or full maiden name of wife.

.....

Occupation

8. Kind of work done during most of working life.....

9. Kind of business or industry in which deceased worked.....

---

Birthdate

10. Month (by name) day, year of birth.....

11. Age (years) | If under one year (months) (days) | If under one day (hours) (minutes)

..... | ..... | .....

---

Birth-place

12. City or place, province (or country) of birth

.....

---

Father

13. Surname and all given names of father (print or type)

.....

---

14. City or place, province (or country) of birth—father

.....

---

Mother

15. Maiden surname and all given names of mother (print or type)

.....

16. City or place, province (or country) of birth—mother

.....

---

Signature of Informant

17. Signature of Informant.....

18. Relationship to deceased.....

19. Date: Month (by name), day, year.....

20. Address of Informant.....

---

(Items 21—25 to be completed only by Funeral Director)

Disposition

21. Burial, Cremation or other disposition (specify).....

22. Proposed date of burial or disposition (month, day, year).....

23. Name and address of proposed cemetery, crematorium or place of disposition

.....

---

Funeral Director

24. Signature of funeral director — Date: Month (by name), day, year

.....

25. Name and address of funeral home (or person in charge of remains) (print or type)

.....

Business Code Number.....

For Ministry Use Only

Certificate of Division Registrar

Burial Permit issued by:

.....

Address — Date Issued (month, day, year)

.....

I am satisfied as to the correctness and sufficiency of this statement and the medical certificate of death and I register the death by signing this statement and the medical certificate of death.

Signature of Division Registrar — Date: Month (by name) day, year

.....

Code Number — Registration Number

.....

O. Reg. 432/73, s. 1, *part*.

**Form 16**

*Vital Statistics Act*

MEDICAL CERTIFICATE OF DEATH

Province of Ontario
Office of the Registrar General

Registration Number
(ministry use only)

To be completed by attending physician or coroner

PERSONAL PARTICULARS OF DECEASED

Name of Deceased

1. Surname of deceased (print or type)

.....

All given names

.....

Social Insurance Number (when available)

| | | |
|---|---|---|
| | | |

2. Sex .....

---

Place of Death

3. Name of hospital or institution (otherwise exact location where death occurred)

.....

Borough, City, Town, Village or Township .....

Regional Municipality, County or District .....

---

Date of Death

4. Month (by name), day, year of death .....

| 5. Age (years) | If under one year (months) (days) | If under one day (hours) (minutes) |
|---|---|---|
| ..... | ..... | ..... |

---

## MEDICAL CERTIFICATE OF DEATH

Cause of Death

6. PART I

| Immediate cause of death | Approximate Interval between onset and death |
|---|---|
| (*a*) ..... | ..... |
| due to or as a consequence of | |
| Antecedent causes, if any, giving rise to the immediate cause (*a*) above stating the underlying cause last | |
| (*b*) ..... | ..... |
| due to or as a consequence of | |

(*c*) .....

.....

PART II

Other significant conditions contributing to the death but not causally related to the immediate cause (*a*) above.

.....

.....

Autopsy Particulars

7. Autopsy being held?

Yes..... No.....

8. Does the cause of death stated above take account of autopsy findings?

Yes..... No.....

9. May further information related to the cause of death be available later?

Yes..... No.....

---

Accidental and Violent Death

10. If accident, suicide, homicide or undetermined (specify)

.....

11. Place of injury (e.g. home, farm, highway, etc.)

.....

12. How did injury occur? (describe circumstances)

.....

13. Date of injury (month (by name), day, year)

.....

---

Certification (attending physician, coronor, etc.)

14. I certify that, to the best of my knowledge and belief, the above-named person died on the date and from the causes stated herein.

Signature.....

Designation: Attending Physician Coroner Other (specify)

..... ..... .....

Name of Physician or coroner (print or type)

.....

Address.....

Date: Month (by name), day, year.....

---

For Ministry Use only

---

Certification Division Registrar

I am satisfied as to the correctness and sufficiency of this medical certificate of death and the statement of death, and I register the death by signing this certificate and the statement of death.

Signature of Division Registrar Date: Month (by name), day, year

..... .....

Code Number ..... Registration Number .....

O. Reg. 432/73, s. 1, *part*.

**Form 17**

*Vital Statistics Act*

NOTICE OF REGISTRATION OF DEATH OR STILL-BIRTH

To the Division Registrar of .....

The following are the particulars of a death *or* still-birth that occurred in your division but that has been registered by this office:

1. Name of deceased: .....
   *or*
   Name of still-born child: .....

2. Date of death: .....
   *or*
   Date of still-birth: .....

3. Place of death: .....
   *or*
   Place of still-birth: .....

4. Address of deceased: .....
   *or*
   Permanent address of
   mother of still-born child: .....

5. Cause of death: .....
   *or*
   Cause of still-birth: .....

6. Name and address of informant:

   .....

7. Name and address of doctor: .....

   .....

8. Name and address of funeral director: .....

   .....

9. Date of registration: .....

.....
(signature of division registrar)

.....
(registration division)

.....
(month by name) (day) (year)

R.R.O. 1970, Reg. 820, Form 17.

**Form 18**

*Vital Statistics Act*

ACKNOWLEDGMENT OF REGISTRATION OF DEATH

Under the *Vital Statistics Act* and the regulations, I acknowledge the registration of the death of

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

(surname)

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

(given names)

on the.....day of....., 19....

Dated at....., this.....day of....., 19....

..... .....
(Code No.) (signature of division registrar)

R.R.O. 1970, Reg. 820, Form 18.

**Form 19**

*Vital Statistics Act*

BURIAL PERMIT

Under the *Vital Statistics Act* and the regulations, and subject to the limitations thereof, this permit is granted to

.....
(print name of funeral director, surname preceding)

.....
(post office address)

for the purpose of the burial or other disposition of the body of

.....
(print name of deceased, surname preceding)

who died at ..... in Ontario
(place of death)

on the.....day of....., 19....

.....

.....

.....
(signature of division registrar)

.....
(registration division) (No.)

.....
(month by name) (day) (year)

R.R.O. 1970, Reg. 820, Form 19.

**Form 20**

*Vital Statistics Act*

APPLICATION FOR REGISTRATION OF A DEATH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE DEATH

Under the *Vital Statistics Act* and the regulations,

I, | | | | | | | | | | | | | | | | | | | |
(print full name of applicant)

of.....
(post office address)

make application to the Registrar General to register the death of

| | | | | | | | | | | | | | | | | | | |
(print full name of deceased, surname preceding)

who died on the.....day of....., 19....

at.....
(place of death)

I attach the following:

1. A statement of death, in Form 15.
2. A statutory declaration, in Form 21.
3. Fee of $5.
4. The following Class.....evidence of death:
(A or B)

.....
(signature of applicant)

.....
(month by name) (day) (year)

R.R.O. 1970, Reg. 820, Form 20.

**Form 21**

*Vital Statistics Act*

STATUTORY DECLARATION IN SUPPORT OF AN APPLICATION FOR REGISTRATION OF A DEATH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE DEATH

Province / State } of

{ In The Matter Of an application for registration of a death not registered within one year of the day of the death.

I, | | | | | | | | | | | | | | | | | | | |
(print given names)

| | | | | | | | | | | | | | | | | | | | |
(print surname)

of the.....of.....in the County / District of.....

Solemnly Declare That:

1. I make this statutory declaration in support of an application for registration of the death of

| | | | | | | | | | | | | | | | | | | | |
(print surname)

| | | | | | | | | | | | | | | | | | | | |
(print given names)

2. The information contained in the attached statement of death is true and correct.

3. I am.....
(state relationship to deceased, if any)

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declare before me at the.....

in the.....of.....,

this.....day of....., 19....

.....
A Commissioner, etc.

.....
(signature of deponent)

R.R.O. 1970, Reg. 820, Form 21.

**Form 22**

*Vital Statistics Act*

REGISTRAR'S STATEMENT OF A FINAL DECREE OF DIVORCE

| PLAINTIFF | DEFENDANT SPOUSE |
|---|---|
| ..... (print name in full, surname preceding) | ..... (print name in full, surname preceding) |
| ..... (address) | ..... (address) |
| ..... (occupation) | ..... (occupation) |

1. Date of marriage..... (month by name) (day) (year)
2. Place of marriage.....
3. Name and status of female spouse before marriage.....
4. Place of issue of writ.....
5. Date of issue of writ.....Writ No..... (month by name) (day) (year)
6. Date of final decree..... (month by name) (day) (year)

This is a statement of a final decree of divorce entered by me in the Supreme Court.

.....
(signature of Registrar or local registrar of Supreme Court)

.....
(place)

.....
(month by name) (day) (year)

NOTE: Clause 1 (*h*) of the *Vital Statistics Act* reads as follows:

(*h*) "divorce" means dissolution and annulment of marriage and includes nullity of marriage.

R.R.O. 1970, Reg. 820, Form 22.

Form 23

*Vital Statistics Act*

STATUTORY DECLARATION BY AN APPLICANT TO CORRECT AN ERROR IN REGISTRATION

Province / State } of

IN THE MATTER OF the correction of an error in the registration

of the.....of
(birth, still-birth, marriage or death)

(surname)

(given names)

under subsection 30 (3) of the Act.

I,
(name of applicant in full)

of the.....of.....in the County / District of .....

SOLEMNLY DECLARE THAT:

1. I am the applicant for correction of an error in registration of the.....
(birth, still-birth, marriage or death)

   of the first-named person.

2. The particulars of registration in the files of the Registrar General at Toronto, Ontario, are as follows:

   .....

   .....

3. The error in the particulars of registration is:.....

   .....

   .....

I request the Registrar General to correct the error.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....

.....in the.....of.....,

this.....day of....., 19....

.....
(signature of applicant)

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 23.

Form 24

*Vital Statistics Act*

STATUTORY DECLARATION UNDER SECTION 31 (1) OF THE ACT

Province / State of

IN THE MATTER OF incorrect information in the registration of birth of

(registered surname)

(given names)

under subsection 31 (1) of the Act.

1. I am.....
(state relationship of child)

2. The information in the registration of birth of

(surname) (given names)

was incorrect in that.....
(set out details of incorrect information)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

3. The information set out in the attached duplicate statement of birth is true and correct.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....

.....in the.....of.....,

this.....day of....., 19....

.....
A Commissioner, etc.

.....
(signature of applicant)

R.R.O. 1970, Reg. 820, Form 24.

**Form 25**

*Vital Statistics Act*

WEEKLY STATEMENT OF DIVISION REGISTRAR

| FOR USE OF DIVISION REGISTRAR | FOR USE OF REGISTRAR GENERAL |
|---|---|
| Division of.....No..... | Registration-division No..... |
| Perioding ending..... | Perioding ending..... |
| Number of births..... | Return No..... |
| Number of deaths..... | Number of births..... |
| Number of still-births ..... | Number of deaths..... |
| ..... (signature of division registrar) | Number of still-births ..... |
| | Name of division registrar ..... |
| ..... (post office address) | Statement checked by..... (signature) |

R.R.O. 1970, Reg. 820, Form 25.

**Form 26**

*Vital Statistics Act*

CERTIFICATE AS TO REGISTRATIONS RECEIVED FROM A DIVISION REGISTRAR

I acknowledge receipt of your statements for the period commencing the.....day of.....,

19...., and ending the.....day of....., 19....

I certify that during this period the number of registrations of births, deaths and still-births complete and satisfactory and transmitted to me was as follows:

| Births | Deaths | Still-births |
|---|---|---|
| | | |

Registration division.....

Number of division.....

Name of division registrar.....

Post office address.....

.....
(signature of Registrar General)

R.R.O. 1970, Reg. 820, Form 26.

**Form 27**

*Vital Statistics Act*

BIRTH CERTIFICATE

No.....

Name.....

Date of birth.....

Birthplace.....

Sex.....Registration.....
(date) (number)

Issued at Toronto, Ontario, Canada, the.....day of....., 19....

.....
Registrar General

R.R.O. 1970, Reg. 820, Form 27.

**Form 28**

*Vital Statistics Act*

MARRIAGE CERTIFICATE

No.....

Name of bridegroom.....

Birthplace.....

Name of bride.....

Birthplace.....

Date of marriage.....

Place of marriage.....

Date of registration.....Registration No.....

Issued at Toronto, Ontario, Canada, the.....day of....., 19....

.....
Registrar General

R.R.O. 1970, Reg. 820, Form 28.

**Form 29**

*Vital Statistics Act*

DEATH CERTIFICATE

No.....

Name of deceased.....

Date of death.....
(month by name) (day) (year)

Sex.....
(male or female)

Marital status.....Age.....
(single, married, widowed or divorced)

Place of death.....

Date of registration.....
(month by name) (day) (year

Registration number.....

Issued at Toronto, Ontario, Canada, the.....day of....., 19....

.....
Registrar General

R.R.O. 1970, Reg. 820, Form 29.

**Form 30**

*Vital Statistics Act*

OATH OF SECRECY

I, | | | | | | | | | | | | | | | | | | | |
(given names)

| | | | | | | | | | | | | | | | | | | |
(surname)

solemnly swear that I will hold secret and will not disclose to any person any information given me from the records in the Registrar General's office or obtained from those records by reason of my access thereto except information required in the performance of the duties of my office or information required by a court of law for the purposes of an action, prosecution or other proceeding.

SWORN before me at the.....

of.....in the.....

of....., this.....day of....., 19..

.....
(signature of deponent)

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 30.

Form 31

*Vital Statistics Act*

STATUTORY DECLARATION UNDER SECTION 6 (8) OF THE ACT

Province / State } of

To Writ:

We, .....
(print given or first names of father)

.....
(print surname or last name of father)

and.....
(print given or first names of mother)

.....
(print surname or last name of mother)

Solemnly Declare That:

1. I,....., am an unmarried woman and the mother of a.....
(male or female)

child born at the.....of.....
(city, town, village or township)

Street Address.....

Regional Municipality, County or District of .....on the .....day of ....., 19....

2. I,.....acknowledge that I am the father of the child

referred to in paragraph 1 and my surname or last name is.....

my given names are.....

my age at the time of this birth was.....

my place of birth is.....
(province, state or country)

my citizenship is.....

3. We both request that the child be registered in the name of..... father, as follows:
(his or her)

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

(surname or last name of child)

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

(given or first names of child)

And we make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Severally declared before me at.....
in the.....of.....,
this.....day of....., 19...

.....
(signature of father)

.....
(signature of mother)

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 32.

**Form 32**

*Vital Statistics Act*

DECLARATION UNDER SECTION 6 (5) OF THE ACT

Province of Ontario
To Wit:

In The Matter Of

I, .....of the.....of.....
in the.....of.....

Do Solemnly Declare, that

1. I am the mother of a.....child born at.....on the.....
(male or female) (municipality) (day)

day of....., 19...., and at the time of the birth of the said child I was married to
(month)

.....
(name of husband)

2. At the time my child was conceived I was living separate and apart from my said husband.

3. My said husband is not the father of the child.

And I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....
of.....in the.....
of....., this.....day of....., 19...

.....
(signature)

.....
A Commissioner, etc.

R.R.O. 1970, Reg. 820, Form 33.

Form 33

*Vital Statistics Act*

REQUEST UNDER SECTION 6 (5) OF THE ACT

In the matter of the birth registration of.....who was born at.....

on the.....day of....., 19...., to.....
(name of mother)

I,.....acknowledge that I am the father of the above child.
(name of father)

We hereby request,

(strike out 1 or 2 if both not desired)

1. That the child be registered in the surname of the father.
2. That the particulars of the father be entered as follows:

Name of the father.....

Age of father at time of this birth.....

Birthplace of father.....

Citizenship of father.....

.....
(signature of father)

.....
(address)

.....
(signature of mother)

.....
(address)

R.R.O. 1970, Reg. 820, Form 34.

Form 34

*Vital Statistics Act*

STATEMENT RESPECTING PARTICULARS OF BIRTH

The following particulars respecting the birth of..... are on file in the Office of the Registrar General of Ontario:

Name in full:.....

Date of birth:.....

Place of birth:.....

File No.....

Dated at Toronto, Ontario, Canada, this.....day of..... 19....

.....
Registrar General

NOTE: This statement is not a birth certificate.

R.R.O. 1970, Reg. 820, Form 35.

Form 35

*Vital Statistics Act*

REQUEST TO REGISTER A CHILD IN A HYPHENATED OR COMBINED NAME

We, ..... and
(full name of father)

.....
(full name of mother)

of .....
(full address)

parents of .....
(given name of child)

who was born at ....., in the Province of Ontario, on the ..... day of ....., A.D. 19.... hereby request, under subsection 6 (11) of the *Vital Statistics Act*, that the child named above be registered in the:

Surname of the father.....

followed by

Surname of the mother.....

and that such surnames be hyphenated/combined and that the child be registered as.....
(given names) (surname)

Dated at ..... in the Province of ..... this ..... day of ..... A.D. 19.....

.....
(mother)

.....
(father)

NOTE: This Form must accompany Form 2, Form 31 or Forms 32 and 33, where applicable.

O. Reg. 670/76, s. 2.

# REGULATION 943

under the Vocational Rehabilitation Services Act

## GENERAL

**1.**—(1) In this Regulation,

(*a*) "approved organization" means an organization approved by the Lieutenant Governor in Council under section 3 of the Act and listed in Schedule 1;

(*b*) "approved workshop" means a workshop approved under section 4 of the Act and listed in Schedule 2;

(*c*) "architect" means an architect who is a member in good standing of the Ontario Association of Architects;

(*d*) "dependant" means,

(i) a person who is living with a disabled person as his wife,

(ii) a person who is living with a disabled person as her husband and who is unable to work for the period that the disabled person is receiving a maintenance allowance or is in full-time attendance at an educational or training institution approved by the Director, or

(iii) a child of a disabled person who is under sixteen years of age, or being sixteen years of age or more, is in full-time attendance at an educational institution approved by the Director, or is by reason of mental or physical impairment unable to support himself,

if the person living as the wife or husband, or the child,

(iv) is substantially supported by the disabled person,

(v) ordinarily resides in Ontario,

(vi) has an income of less than $1,300 per annum, exclusive of support received from the disabled person, and

(vii) does not receive an allowance under the Act or under the *Adult Occupational Training Act* (Canada);

(*e*) "fiscal year" of a corporation means the period designated by the Minister as the fiscal year of the corporation;

(*f*) "income" means the aggregate income from all sources of a person, but does not include,

(i) monthly earnings up to and including a total of $24 for the person plus $12 for each dependant,

(ii) any payment provided under the Act that is not a maintenance allowance and is part of the vocational rehabilitation services,

(iii) assistance provided under the *General Welfare Assistance Act*,

(iv) family allowances paid under the *Family Allowances Act* (Canada) or allowances under the *Youth Allowances Act* (Canada),

(v) payments made by a children's aid society on behalf of any child in care under the *Child Welfare Act*,

(vi) donations made by a religious, charitable or benevolent association,

(vii) contributions from any source to provide special care for the disabled person,

(viii) casual gifts of small value,

(ix) any payment or refund received under section 7 of the *Income Tax Act*,

(x) any payment received under Orders-in-Council numbered OC-3410/70 and OC-2403/71, or either of them, made under section 5 of the *Ministry of Agriculture and Food Act*, or

(xi) any grant received under section 2 or 7 of the *Ontario Pensioners Property Tax Assistance Act*;

(*g*) "licensed public accountant" means a public accountant licensed under the *Public Accountancy Act*;

(*h*) "living expenses" means expenses of a continuing nature, determined by the

Director, including expenses for food, clothing, shelter, utilities, household sundries, household maintenance, medical and dental services and life insurance premiums;

(*i*) "professional engineer" means a professional engineer who is a member in good standing of the Association of Professional Engineers of the Province of Ontario;

(*j*) "provincial officer" means an employee of the Ministry of Community and Social Services who is a field worker, a rehabilitation counsellor or a regional administrator or any other employee or class of employee of that Ministry approved by the Minister;

(*k*) "training program" means a vocational rehabilitation program approved under Schedule 3 of the Vocational Rehabilitation of Disabled Persons Agreement made under the *Vocational Rehabilitation of Disabled Persons Act* (Canada). R.R.O. 1970, Reg. 821, s. 1 (1); O. Reg. 62/72, s. 1; O. Reg. 376/73, s. 1; O. Reg. 800/73, s. 1; O. Reg. 351/79, s. 1; O. Reg. 1103/80, s. 1, *revised*.

(2) For the purpose of clause 1 (*b*) of the Act, "substantially gainful occupation" means the continued pursuance at an optimum capacity of,

(*a*) employment in the competitive labour market;

(*b*) the practice of a profession;

(*c*) self employment;

(*d*) housekeeping and homemaking;

(*e*) farm work, including farm work where payment is in kind rather than in money; or

(*f*) sheltered employment, home industries and other homebound work of a financially remunerative nature. R.R.O. 1970, Reg. 821, s. 1 (2).

## PART I

### MAINTENANCE PAYMENTS

**2.** Where the Director is of the opinion that a disabled person eligible for vocational rehabilitation services,

(*a*) is required to be temporarily absent from or to change his place of residence; and

(*b*) requires financial assistance,

in order to take full advantage of the vocational rehabilitation services, the amount payable to him, shall be equal to the cost of,

(*c*) his travel, accommodation and meals; and

(*d*) travel, accommodation and meals of any guide or escort considered necessary for him by the Director,

resulting from his temporary absence or change of residence. R.R.O. 1970, Reg. 821, s. 5, *revised*.

**3.** Where because of an emergency a disabled person who is eligible for vocational rehabilitation services requires financial aid, an amount determined by the Director may be paid in advance for his living expenses for a period of not more than one month and may be in addition to the amount of any allowance payable to him under the *Family Benefits Act* but in no case shall the amount paid exceed the amount of any allowance payable under the *Family Benefits Act*. O. Reg. 994/78, s. 3.

**4.**—(1) Where a disabled person dies, any amounts payable to him under sections 2 and 3, may be paid to the end of the month in which he died.

(2) In the case of a disabled person,

(*a*) for whom a committee or trustee is acting; or

(*b*) who, in the opinion of the Director, is incapable of handing his affairs,

the Director may appoint a person or organization to act for the disabled person and the amounts payable under sections 2 and 3 may be paid for the benefit of the disabled person to the committee or to the person or organization so appointed.

(3) A person or organization acting for a disabled person under subsection (2) is not entitled to any fee or other compensation or reward or to any reimbursement for any costs or expenses incurred. R.R.O. 1970, Reg. 821, s. 7 (1-3), *revised*.

**5.** A disabled person receiving vocational rehabilitation services and any of his dependants are entitled without cost to receive services in accordance with the *Health Insurance Act*, and the regulations thereunder. O. Reg. 376/73, s. 2, *part*.

## PART II

### ELIGIBILITY FOR VOCATIONAL REHABILITATION SERVICES

**6.** A disabled person shall not be eligible for any goods or services included in the rehabilitation program under section 5 of the Act if goods or services are available to him under the *Workmen's Compensation Act* or under the *Veteran's Rehabilitation Act* (Canada). R.R.O. 1970, Reg. 821, s. 11.

**7.**—(1) An application for vocational rehabilitation services shall be made in Form 1. R.R.O. 1970, Reg. 821, s. 12 (1).

(2) A report of a duly qualified medical practitioner in Form 2 shall be furnished in support of every application in Form 1.

(3) A provincial officer or a person approved by the Director shall fill out and complete an application in Form 1 in the presence of the applicant and the applicant shall sign the application in the presence of the provincial officer or the person approved by the Director.

(4) No provincial officer or person approved by the Director shall charge any fee to, or receive any remuneration from or on behalf of any applicant for completing an application in Form 1.

(5) The provincial officer or the person approved by the Director shall, immediately upon completion of the application in Form 1, send it to the Director.

(6) Where, because of physical or mental impairment, an applicant is unable to make an application in Form 1 in person, the application may be made and signed by some responsible person on his behalf. R.R.O. 1970, Reg. 821, s. 12 (4-8).

MEDICAL ADVISORY BOARD

**8.** A medical advisory board to advise the Director, consisting of one or more persons of whom at least one shall be a legally qualified medical practitioner, is continued. R.R.O. 1970, Reg. 821, s. 14, *revised*.

**9.**—(1) The medical advisory board shall assist the Director in determining eligibility of applicants for vocational rehabilitation services by,

(*a*) reviewing medical evidence, including Form 2, submitted in support of the application in Form 1;

(*b*) obtaining any additional necessary evidence;

(*c*) providing the Director with a report on the evidence with a specific finding as to whether or not the applicant may benefit from vocational rehabilitation services; and

(*d*) providing the Director with a report as to whether or not vocational training and subsequent employment would likely be detrimental to the health of the applicant, where the recommended vocational rehabilitation services include vocational training.

(2) At such times as requested by the Director, the medical advisory board shall,

(*a*) review each case where vocational rehabilitation services are being provided; and

(*b*) advise the Director as to whether or not the disabled person is benefiting from the vocational rehabilitation services being provided. R.R.O. 1970, Reg. 821, s. 15.

ADDITIONAL DUTIES OF DIRECTOR

**10.**—(1) The Director shall review at regular intervals the eligibility for vocational rehabilitation services of each disabled person receiving vocational rehabilitation services.

(2) The Director may require a disabled person receiving vocational rehabilitation services to,

(*a*) undergo such periodic examinations by duly qualified medical practitioners as the Director requires; and

(*b*) provide such information from time to time as the Director considers necessary.

(3) The Director may from time to time rescind or amend any determination or direction previously made by him so that the amount or nature of any vocational rehabilitation service being provided will conform to any changes in circumstances of the disabled person receiving the vocational rehabilitation services. R.R.O. 1970, Reg. 821, s. 16.

SUSPENSION OR CANCELLATION OF VOCATIONAL REHABILITATION SERVICES

**11.** The Director may suspend or cancel the vocational rehabilitation services being provided for a disabled person where, in the opinion of the Director, the disabled person,

(*a*) fails to comply with any of the provisions of the Act or this Regulation;

(*b*) fails to avail himself of the vocational rehabilitation services authorized;

(*c*) is not benefiting from the vocational rehabilitation services being provided; or

(*d*) is not making satisfactory progress towards rehabilitation. R.R.O. 1970, Reg. 821, s. 17.

PART III

CAPITAL GRANTS AND OPERATING GRANTS TO ORGANIZATIONS FOR WORKSHOPS

**12.** The organizations designated in Schedule 1 are approved under section 3 of the Act. R.R.O. 1970, Reg. 821, s. 18.

**13.** The workshops designated in Schedule 2 are approved under section 4 of the Act. R.R.O. 1970, Reg. 821, s. 19.

**14.** It is a term and condition of a payment of a grant under the Act that the premises used or to be used as a workshop approved under section 4 of the Act comply with,

(*a*) the laws affecting the health of inhabitants of the municipality in which the workshop is located;

(*b*) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health;

(*c*) any by-laws of the municipality in which the workshop is located or other law for the protection of persons from fire hazards;

(*d*) any restricted area, standard of housing or building by-law passed by the municipality in which the workshop is located pursuant to Part III of the *Planning Act* or any predecessor thereof;

(*e*) the requirements of Regulation 87 of Revised Regulations of Ontario, 1980 made under the *Building Code Act;* and

(*f*) the requirements of Regulation 794 of Revised Regulations of Ontario, 1980 made under the *Power Corporation Act*. O. Reg. 691/79, s. 1.

**15.**—(1) For the purposes of this section and sections 16, 17, 18 and 19,

(*a*) "actual cost" means the cost of a building project and includes,

(i) fees payable for the services of an architect, professional engineer, or other consultant,

(ii) the cost of purchasing and installing furnishings and equipment,

(iii) the cost of land surveys, soil tests, permits, licences and legal fees,

(iv) the cost of paving, sodding and landscaping, and

(v) the cost of acquiring the land necessary for the building project;

(*b*) "approved cost" means that portion of the actual cost of a building project approved by the Minister;

(*c*) "building project" means a project composed of one or more of the following elements,

(i) the purchase or other acquisition of all or any part of an existing building or buildings including the land contiguous thereto,

(ii) any renovations, alterations or additions to an existing building or buildings,

(iii) the purchase or other acquisition of vacant land for the purpose of constructing a building or buildings thereon,

(iv) the erection of a new building or any part thereof,

(v) the demolition of a building, or

(vi) the installation of public utilities, sewers and items or services necessary for access to the land or building or buildings.

(2) The amount of capital grant payable under the Act to an approved organization for the establishment, expansion or improvement of an approved workshop shall be equal to 80 per cent of the approved cost of the building project. O. Reg. 691/79, s. 2, *part*.

**16.**—(1) An application for a capital grant shall be made to the Minister on a form provided by the Minister.

(2) An applicant who applies under subsection (1) shall file with the Minister, for the Minister's approval, two copies of a site plan showing the location of the building or buildings, if any, on the site and, in the case of a building project with one or more of the elements referred to in subclause 15 (*c*) (i), (ii), (iv) or (vi),

(*a*) building plans and specifications prepared by an architect or professional engineer showing the structure, fixtures and arrangements of the building or buildings and describing the areas of the building or buildings to be used for the purposes of the Act; or

(*b*) where the Minister approves, structural sketches and specifications prepared by a person other than an architect or professional engineer describing the building or buildings and the areas of the building or buildings or contiguous to the building or buildings to be used for the purposes of the Act.

(3) No plan, specification or structural sketch filed with the Minister shall be amended or altered without the approval of the Minister. O. Reg. 691/79, s. 2, *part*.

**17.**—(1) No payment of a capital grant shall be made for a building project except where,

(*a*) the building project has been approved by the Minister; and

(*b*) the approved cost has been determined.

(2) An approval of a building project by the Minister referred to in subsection (1) expires on the first anniver-

sary of the date upon which the approval is given unless the building project has been commenced before such anniversary date.

(3) A capital grant may be paid as a single payment or in two or more instalments and, except where the Minister directs otherwise, the aggregate of the amounts of the capital grant paid at any point in time shall not exceed,

(*a*) an amount that bears the same proportion to the estimated total payment as the amount of progress made at the time towards completion of the project bears to the total estimated amount of work required for completion; or

(*b*) an amount that bears the same proportion to the estimated total payment as the amount of cost incurred at the time bears to the total estimated cost of the project,

whichever is the greater.

(4) A single payment, or in the case of payment in two or more instalments, the final payment of an amount payable for a building project shall not be made until,

(*a*) an architect or professional engineer certifies, or the Minister is otherwise satisfied, that the building project has been completed in accordance with the plans filed under clause 16 (2) (*a*) or the sketches thereof approved by the Minister under clause 16 (2) (*b*) and the building or addition is ready for use and occupancy; and

(*b*) the applicant for the payment submits a report containing,

(i) a statement of the actual cost of the building project,

(ii) a statement indicating that all refundable sales tax has been taken into account,

(iii) a statement indicating that the total amount of the unpaid accounts applicable to the building project does not exceed the amount of the grant remaining to be paid, and

(iv) an undertaking that the amount of the grant remaining to be paid will be applied first to the payment of the unpaid accounts. O. Reg. 691/79, s. 2, *part*.

**18.** No applicant for or recipient of a capital grant for a building project shall,

(*a*) acquire a building or land for the building project;

(*b*) call tenders for the building project;

(*c*) commence construction of the building project; or

(*d*) erect any temporary or permanent sign, tablet or plaque on the site or building project,

without the written approval of the Minister. O. Reg. 691/79, s. 2, *part*.

**19.** It is a term and condition of a payment of a capital grant under the Act in respect of a building, buildings or land forming part of a building project that the applicant for the payment enter into an agreement with the Minister in which the applicant shall agree not to,

(*a*) sell, agree to sell, mortgage, lease, encumber, donate or dispose of all or any part of the building, buildings or land;

(*b*) use all or any part of the building, buildings or land for a purpose other than that for which a grant has been or is payable; or

(*c*) demolish or make alterations or additions to all or any part of the building or buildings,

without the written approval of the Minister and the Minister may require, as a condition of the approval of the payment, that the recipient repay the whole or such part of the payment as the Minister considers appropriate in the circumstances where there is a default under the agreement. O. Reg. 691/79, s. 2, *part*.

**20.** Expenditures incurred by an approved organization for furnishings or equipment, or for repairs to or maintenance of a capital asset, that,

(*a*) are approved by the Minister as capital expenditures;

(*b*) are, in the opinion of the Minister, necessary for the efficient operation of an approved workshop and the cost of which is not excessive for the purpose; and

(*c*) where in excess of $1,000, are approved by the Minister before their purchase; or

(*d*) where in excess of $300 but not in excess of $1,000, are approved by the Director before their purchase,

are capital expenditures for which a grant may be paid upon application by the approved organization in an amount equal to 80 per cent of the amount of the approved expenditures. O. Reg. 691/79, s. 2, *part*.

**21.** A grant under this Part for the operation of a workshop may be paid to an organization,

(*a*) that provides in the workshop a program of services approved by the Director;

(*b*) whose requirements and policies for the admission of disabled persons to the workshop facilities or services are satisfactory to the Director;

(*c*) that keeps,

(i) separate books of account,

(A) setting forth the revenues and expenditures of the workshop,

(B) containing a separate record of moneys received by the workshop from sources other than under the Act, and

(C) that are audited at least once a year by a licensed public accountant, and

(ii) records showing in respect of each disabled person receiving services,

(A) his name, address, age and sex,

(B) the date of his enrollment in the workshop,

(C) the nature of his disability,

(D) a record of all medical, x-ray, psychiatric, psychological or other similar examinations or tests, together with the findings and recommendations,

(E) an account or history of any other matter that, in the opinion of the Director, may affect the disabled person's well-being, and

(F) where such is the case, the date and circumstances of the disabled person's withdrawal from the workshop;

(*d*) that forwards the financial statements of the workshop for the immediately preceding fiscal year to the Minister on or before a date in each year to be prescribed by the Director together with the report of a licensed public accountant stating whether in his opinion,

(i) he has received all the information and explanations he has required,

(ii) the financial statement and the claims for provincial subsidy are in accordance with the books and records of the workshop and organization, as the case may be,

(iii) the calculation of the provincial subsidy is in accordance with the Regulations, and

(iv) the financial statement has been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year,

and such other financial and statistical information as the Minister requires; and

(*e*) that is a corporation,

(i) incorporated under Part III of the *Corporations Act*, or

(ii) incorporated by or under any other Act, and is a non-profit organization with objects of a philanthropic, charitable or educational nature.

R.R.O. 1970, Reg. 821, s. 26, O. Reg. 971/74, s. 5; O. Reg. 351/79, s. 2; O. Reg. 691/79, s. 3.

22.—(1) In this section,

(*a*) "approved cost" means that portion of the cost of operation approved by the Director;

(*b*) "cost of operation" means the cost of operation of a workshop determined in accordance with the form referred to in subsection (2) and a financial report in a form referred to in subsection (2).

(2) An application by an organization for a monthly payment of a grant under subclause 5 (*i*) (ii) of the Act for the operation of a workshop shall be made in a form provided by the Minister and shall be submitted to the Director not later than the 20th day of the month following the month for which the application is made together with a financial report in a form provided by the Minister.

(3) The amount to be paid by Ontario to an organization for the operation of a workshop shall be,

(*a*) 80 per cent of the cost of operation; or

(*b*) 105 per cent of the approved cost, less revenue,

whichever is the lesser.

(4) Where the Director approves, there may be paid to an organization, prior to the organization making application therefor under subsection (2), any part approved by the Director of the estimated monthly amount payable under subsection (3) and such amount shall be adjusted upon receipt by the Director of the application for any month of the period for which the payment was made. O. Reg. 1043/80, s. 1.

**23.** In every approved workshop, the Board of Directors of the approved organization shall ensure, as a term and condition of a payment of a grant under the Act, that,

(*a*) all fire hazards in the workshop are eliminated, the workshop is inspected at least once a year by an officer authorized to inspect buildings under the *Fire Marshals Act* and the recommendations of the officer are carried out;

(*b*) there is adequate protection from radiators or other heating equipment;

(*c*) the water supplies are adequate for all normal needs, including those of fire protection;

(*d*) the fire protection equipment, including the sprinkler system, fire extinguishers, hose and stand pipe equipment are visually inspected at least once a month and serviced at least once every year by qualified personnel;

(*e*) the fire detection and alarm system is inspected at least once a year by qualified fire alarm maintenance personnel and tested at least once every month;

(*f*) at least once a year the heating equipment is serviced by qualified personnel and the chimneys are inspected and cleaned if necessary;

(*g*) a written record is kept of inspections and tests of fire equipment, fire drills, the fire detection and alarm system, the heating system, chimneys and smoke detectors;

(*h*) the staff and trainees are instructed in the method of sounding the fire detection and alarm system;

(*i*) the staff are trained in the proper use of the fire extinguishing equipment;

(*j*) a directive setting out the procedures that must be followed and the steps that must be taken by the staff and trainees when a fire alarm is given is drawn up and posted in conspicuous places in the workshop;

(*k*) the staff and trainees are instructed in the procedures set out in the directive referred to in clause (*j*) and the procedures are practised by staff and trainees at least once a month using the fire detection and alarm system to initiate the drill;

(*l*) where matches are used, only safety matches are issued to the staff and trainees;

(*m*) combustible rubbish is kept to a minimum;

(*n*) all exits are clear and unobstructed at all times;

(*o*) flammable liquids and paint supplies are stored in suitable containers in non-combustible cabinets;

(*p*) suitable non-combustible ashtrays are provided where smoking is permitted;

(*q*) no vaporizing liquid fire extinguishers are kept or used in the workshop; and

(*r*) no sprinkler heads, fire or smoke detector heads are painted or otherwise covered with any material or substance that is likely to prevent them from functioning normally.

O. Reg. 691/79, s. 4, *part*.

**24.** A workshop located in a municipality that does not have public fire protection shall be provided with a complete automatic sprinkler system that complies with standards prescribed under the *Building Code Act*. O. Reg. 691/79, s. 4, *part*.

**25.** The Board of Directors of each approved organization, as a term and condition of a payment of a grant under the Act, shall keep and maintain an inventory of all furnishings and equipment acquired by the organization and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner and contain such additional information as the Director may require. O. Reg. 691/79, s. 4, *part*.

## Schedule 1

1. Ajax-Pickering and Whitby Association for Retarded Children
2. Alliston & District Association for the Mentally Retarded
3. Almaquin Highlands Association for the Mentally Retarded
4. Amity Association of Hamilton
5. Arnprior-Renfrew Adult Training Centre
6. Atikokan and District Association for the Mentally Retarded
7. Association for Handicapped Adults (London)
8. The Bancroft and District Association for the Mentally Retarded
9. The Barrie and District Association for the Mentally Retarded
10. Belleville and District Association for Retarded Children
11. Brampton-Caledon Association for Retarded Children

12. Brantford and District Association for the Mentally Retarded
13. Brockville Community Workshop
14. Burlington and District Association for the Mentally Retarded
15. The Cambridge and District Association for the Mentally Retarded
16. The Campbellford and District Association for the Mentally Retarded
17. The Canadian Mental Health Association
18. The Canadian National Institute for the Blind
19. Central Seven Association for the Mentally Retarded
20. Cerebral Palsy Association of Windsor and Essex County
21. Cerebral Palsy Parent Council of Toronto
22. Chatham-Kent & District Association for the Mentally Retarded
23. Cochrane Association for the Mentally Retarded
24. Collingwood and District Association for the Mentally Retarded
25. Community Sheltered Workshop
26. Corbrook Sheltered Workshop for the Physically Disabled
27. Cornwall & District Association for the Mentally Retarded
28. C.O.S.T.I. Italian Community Education Centre
29. Dryden & District Association for the Mentally Retarded
30. Dufferin Association for the Mentally Retarded
31. Elliot Lake & District Association for the Mentally Retarded
32. Elmira and District Association for the Retarded
33. The Espanola and District Association for the Mentally Retarded
34. Essex County Association for Retarded Children Inc.
35. Fort Frances and District Association for the Mentally Retarded
36. Gananoque and District Association for the Mentally Retarded
37. Geraldton and District Association for the Mentally Retarded
38. Glengarry Association for the Mentally Retarded Inc.
39. The Goderich and District Association for the Mentally Retarded
40. Goodwill Industries of Windsor Incorporated
41. The Governing Council of The Salvation Army, Canada East
42. Greater Niagara Association for the Mentally Retarded
43. The Guelph and District Association for the Mentally Retarded
44. Haldimand Association for the Mentally Retarded
45. The Hamilton and District Association for the Mentally Retarded
46. Harbour Rescue Mission
47. Harmony Centre, Skills Unlimited Workshop
48. Huntsville and District Association for the Mentally Retarded
49. Huronia Society for the Mentally Retarded
50. Iroquois Falls, Calvert & District Association for Retarded Children
51. Jewish Vocational Service of Metropolitan Toronto
52. Kapuskasing & District Association for the Mentally Retarded
53. Kenora-Keewatin Association for the Mentally Retarded
54. The Kingston and District Association for the Mentally Retarded
55. Kirkland Lake Association for the Mentally Retarded
56. Kitchener-Waterloo Habilitation Services for the Retarded
57. The Lakehead Association for the Mentally Retarded
58. Lambton County Association for the Mentally Retarded
59. The Lanark District Association for the Mentally Retarded

60. Lennox & Addington Association for the Mentally Retarded
61. Lindsay & District Association for the Mentally Retarded
62. Listowel District Association for the Mentally Retarded
63. London and District Association for the Mentally Retarded
64. London Goodwill Industries Association
65. Madoc C.O.P.E.
66. The Manitoulin District Association for the Mentally Retarded
67. The Meaford and District Association for the Mentally Retarded
68. Metropolitan Toronto Association for the Mentally Retarded
69. Mississauga Association for the Mentally Retarded
70. The Newmarket and District Association for the Mentally Retarded
71. Niagara Training & Employment Agency Inc.
72. North Grenville and District Association for the Mentally Retarded
73. The Norfolk Association for the Mentally Retarded
74. North Bay and District Association for the Mentally Retarded
75. North Halton Association for the Mentally Retarded
76. The Oakville Association for the Mentally Retarded
77. Ontario Community Centre for the Deaf
78. Orillia Association for the Handicapped
79. Oshawa and District Association for the Mentally Retarded
80. Ottawa and District Association for the Mentally Retarded
81. Owen Sound and District Association for the Mentally Retarded
82. Peace Bridge Area Association for the Mentally Retarded
83. Peel Assessment Workshops Inc.
84. The Pembroke and District Association for the Mentally Retarded
85. Peterborough and District Association for the Mentally Retarded
86. Port Colborne District Association for the Mentally Retarded, Inc.
87. Port Hope-Cobourg and District Association for the Mentally Retarded
88. Prescott-Russell Association for the Mentally Retarded
89. Prince Edward Association for the Mentally Retarded
90. Quad County Association for the Mentally Retarded
91. Rehabilitation Foundation for the Disabled
92. St. Catharines Association for the Mentally Retarded
93. St. Marys & District Association for the Mentally Retarded
94. St. Thomas-Elgin Association for the Mentally Retarded
95. Sarnia and District Association for the Mentally Retarded
96. Sarnia Goodwill Industries Inc.
97. Sault Ste. Marie and District Association for the Mentally Retarded
98. Society for Goodwill Services (Toronto)
99. South Huron & District Association for the Mentally Retarded
100. South-East Grey Association for the Mentally Retarded
101. South Muskoka District Association for the Mentally Retarded
102. South Waterloo Vocational Centre
103. Stratford and District Association for the Mentally Retarded
104. Strathroy and District Association for the Mentally Retarded
105. Sturgeon Falls & District Association for the Mentally Retarded
106. Sudbury and District Association for the Mentally Retarded

107. Sutton and District Association for the Mentally Retarded

108. Tillsonburg and District Association for the Mentally Retarded

109. Timmins Association for the Mentally Retarded

110. Torchlight Services

111. Trenton, Brighton and District Association for the Mentally Retarded

112. Tri-Town and District Association for the Mentally Retarded

113. Walkerton & District Association for the Mentally Retarded

114. Wallaceburg & Sydenham District Association for the Mentally Retarded, Inc.

115. Welland District Association for the Retarded Incoporated

116. West Lincoln and District Association for the Mentally Retarded Incorporated

117. West Parry Sound Association for the Mentally Retarded

118. Windsor Association for the Mentally Retarded

119. The Woodstock and District Association for the Mentally Retarded

120. York Central Association for the Mentally Retarded. O. Reg. 508/77, s. 1; O. Reg. 919/77, s. 1; O. Reg. 290/78, s. 1; O. Reg. 707/78, s. 1; O. Reg. 692/79, s. 1; O. Reg. 295/80, s. 1; O. Reg. 678/80, s. 1.

## Schedule 2

1. A.R.C. Industries,
177 Dowty Road,
Ajax

2. A.R.C. Pine,
335 Frankcom Street, Ajax

3. A.R.C. Industries Glengarry Workshop,
68 Main Street,
Alexandria

4. A.R.C. Industries,
308 Main Street,
Atikokan
and
A.R.C. Industries,
Gorrie Street,
Atikokan

5. A.R.C. Industries,
175 Bayfield Street,
Barrie

6. A.R.C. Industries,
119 Station Street,
Belleville

7. A.R.C. Industries (South Muskoka),
Box 847, Bracebridge

8. A.R.C. Industries,
61 and 83 Wilkes Street,
Brantford

9. A.R.C. Industries,
2258 Mountainside Drive, Burlington

10. A.R.C. Industries,
466 Franklin Boulevard
and
20 River Street South,
Cambridge

11. A.R.C. Industries Campbellford,
50 Front Street North,
and
Doxee Street North,
Campbellford

12. A.R.C. Industries,
723 Bloomfield Road, R.R. #5,
Chatham

13. A.R.C. Industries,
420 Roe Street,
and
Cottesmore Avenue,
Cobourg

14. A.R.C. Industries,
P.O. Box 1508,
South Highway 11,
Cochrane

15. A.R.C. Industries,
8 Ronnell Crescent,
Collingwood

16. A.R.C. Industries,
12-6th Street East,
and
411-4th Street West,
Cornwall

17. A.R.C. Industries,
P.O. Box 29, Dashwood

18. A.R.C. Industries,
280 Arthur Street,
Dryden

19. A.R.C. Industries,
Highway 86 W., P.O. Box 898, Elmira

20. A.R.C. Industries,
P.O. Box 74, Elliot Lake

21. A.R.C. Industries,
372 Talbot Street North, Essex

22. A.R.C. Industries (Fort Frances),
830 Portage Avenue, Fort Frances

23. A.R.C. Industries,
Mill Street,
Gananoque

24. A.R.C. Industries,
8 Royal Road, Guelph

25. A.R.C. Industries,
Georgina Street, Box 1149, Haileybury

26. A.R.C. Industries,
Steeles Avenue West, Hornby

27. A.R.C. Industries,
Etwell Road, R.R. #1,
Huntsville

28. A.R.C. Industries,
Devonshire Avenue, Iroquois Falls

29. A.R.C. Industries—Oxford Mills,
P.O. Box 488,
Kemptville

30. A.R.C. Industries,
601 Fourth Avenue South,
Kenora

and

A.R.C. Industries Wood Shop,
1312 Pine Portage Road,
Kenora

and

A.R.C. Industries Pre-vocational
Training Centre,
1 Ninth Avenue South,
Kenora

31. A.R.C. Industries Kingston,
142 Railway Street, Kingston

32. A.R.C. Industries,
23 Government Road East,

and

4 Tweedsmuir Road, Kirkland Lake

33. A.R.C. Industries Bancroft,
Mill Street, P.O. Box #969,
Bancroft

34. A.R.C. Industries,
17 William Street South, Lindsay

35. A.R.C. Printing,
62 Riverview Road, Lindsay

36. A.R.C. Industries,
35 Walker Street, Markdale

37. A.R.C. Industries,
Highway 17, McKerrow

38. A.R.C. Industries,
1245 Eglinton Avenue West, R.R. #6,
Mississauga

39. A.R.C. Industries—Huronia Workshop,
427 William Street, Midland

and

A.R.C. Industries,
339 Olive Street, Midland

40. A.R.C. Industries,
Industry Street, Napanee

41. A.R.C. Industries (Niagara Falls),
4337 Fourth Avenue, Niagara Falls

42. A.R.C. Industries,
388 West Street South, Orillia

43. A.R.C. Industries,
73 Breezehill Avenue, Ottawa

44. A.R.C. (Adult Rehabilitation Centre),
769 Fourth Avenue East, Owen Sound

45. A.R.C. Industries,
McNaughton and Joseph Streets,
Highway 69B, Parry Sound

46. A.R.C. Industries,
15 Bennett Street,
Pembroke

47. A.R.C. Industries, Adult Training Centre,
139 Douro Street
and
Neal Drive, Peterborough

48. A.R.C. Industries,
General Delivery, Locksloy Industrial Park,
Picton

49. A.R.C. Industries,
23 Amelia Street, Port Colborne

50. A.R.C. Industries,
Opeongo Road,
and
326 Raglan Street South, Renfrew

51. A.R.C. Industries,
101 Edward Avenue, Richmond Hill

52. A.R.C. Industries,
220 Bunting Road, St. Catharines

53. A.R.C. Industries, Scarborough Branch,
64 Crockford Boulevard, Toronto

54. A.R.C. Industries,
R.R. #2,
Shelburne

and

The Joinery,
35 Robb Boulevard,
Orangeville

55. A.R.C. Industries,
R.R. #3, Simcoe

56. A.R.C. Industries Strathroy,
3 Industrial Road, Box 276,
Strathroy

57. A.R.C. Industries,
King Street, Sturgeon Falls

58. A.R.C. Industries,
318 Main Street, Sundridge

59. A.R.C. Industries,
384 and 450 Fort William Road,
Thunder Bay

60. A.R.C. Industries,
19 Queen Street, Tillsonburg

61. A.R.C. Industries,
166 Brousseau Avenue, Timmins

62. A.R.C. Industries, Etobicoke Branch,
288 Judson Avenue,
Toronto

63. A.R.C. Industries, Central Branch,
86 Bathurst Street,
Toronto

64. A.R.C. Industries, North York Branch,
150 Steeprock Drive, Downsview

65. A.R.C. Industries, Progress Centre,
78 Industry Street, Toronto

66. A.R.C. Industries,
11 Canal Street,
Trenton

67. A.R.C. Industries,
212 Elizabeth Street, Wallaceburg

68. A.R.C. Industries,
43 Hagar Street,
Welland

69. A.R.C. Industries,
584 Dundas Street,
and
Unit 6, 1055-57 Parkinson Road,
Woodstock,
and
142 Whiting Street,
Ingersoll

70. Ability Centre,
180 Gore Street,
Sault Ste. Marie

71. Ability Centre,
237 Camelot Street,
Thunder Bay

72. Ability Centre,
429 Spruce Street South,
and
233 Pine Street South,
Timmins

73. Ability Centre,
585 Trethewey Drive,
Toronto

74. Ability Centre,
141 Weber Street South,
Waterloo

75. Ad-Tec,
R.R. #2,
Alliston

76. Adult Opportunity Centre,
99 Durham Street East, Walkerton

77. Adult Training Centre,
185 Keays Street, Goderich

78. Adult Training Centre (A.R.C. Industries),
191 York Street, Hamilton

79. Adult Training Centre—A.R.C. Industries,
510 Penrose Street, Newmarket

80. Adult Training Centre &
Sheltered Workshop,
1026 and 1030 Speers Road,

and

Claycrafters,
147 Church Street,
Oakville

81. Adult Training Centre,
161 Donald Street, Ottawa

82. Agricultural Training Program,
3501 Richmond Road, Ottawa

83. Amity Rehabilitation Centre,
225 King William Street,
Hamilton

84. A.M.R. Training Centre,
175 Chippewa Street West,
and
186 McIntyre Street East,
North Bay

85. Arcwood Acres,
R.R. #7, Tillsonburg

86. Atlaz Industrial Centre,
3560 Bathurst Street, Toronto

87. Beehive Enterprises,
P.O. Box 357,
Geraldton

88. Brockville Community Workshop,
Part Lot 14, Plan No. 4,
Hubbell Street,
Brockville

89. Central Seven Workshop,
R.R. #1, Port Perry

90. The Centre Hastings Retraining Centre,
79 Durham Street South,
Madoc

91. C.M.H.A. Rehabilitation Workshop,
287 Ashland Avenue, London

92. C.N.I.B. Brantford Occupational Shop,
67 King Street, Brantford

93. C.N.I.B. Hamilton Occupational Shop,
1686 Main Street West, Hamilton

94. C.N.I.B. Kingston Occupational Shop,
466 Union Street West, Kingston

95. C.N.I.B. Kitchener Occupational Shop,
169 Borden Avenue North, Kitchener

96. C.N.I.B. London Occupational Shop,
96 Ridout Street South, London

97. C.N.I.B. Ottawa Occupational Shop,
320 McLeod Street, Ottawa

98. C.N.I.B. Sudbury Occupational Shop,
303 York Street, Sudbury

99. C.N.I.B. Toronto Occupational Shop,
1929 Bayview Avenue, Toronto

100. Community Sheltered Workshops,
35 Hayden Street,
Toronto

101. Corbrook Sheltered Workshop,
220 Bowie Avenue, Toronto

102. C.O.S./T.I. Rehabilitation Centre,
76 Orfus Road,
Toronto

103. Eileen Langley Training Centre,
112 Frederick Street, Stratford

104. Friendco Adult Workshop and Training Centre,
11 Park Avenue, St. Thomas

105. Georgina A.R.C. Industries,
R.R. #1, Sutton

106. Glenholme A.R.C. Industries,
39 Wellington Street East
and
851 Farewell Avenue, Oshawa

107. Goodwill Industries of Windsor Inc.
369 Dougall Avenue
and
1005 Walker Road, Windsor

108. Haldimand Opportunity Centre,
R.R. #1, Canfield

109. Hamilton Ability Centre,
508 Wellington Street North, Hamilton

110. Harmony Centre, Skills Unlimited Workshop,
Highway 105,
P.O. Box #906, Red Lake

111. Harry E. Foster Employment Training Centre,
30 Birch Avenue, Toronto

112. Hope Farm,
General Delivery, Mindemoya,
Manitoulin Island

113. Hutton House,
654 Hutton Road, London

114. Industrial Workshop,
1348 Regina Street,
North Bay

115. The James Purdue Adult Workshop and Training Centre,
300 Elgin Street East,
St. Marys

116. Jesse S. Manson Employment Training Centre,
4 Overlea Boulevard,
Toronto

117. Kay Butchart Sheltered Workshop,
Highway 26, Box #44,
Meaford

118. Kingston Ability Centre
2 Cataraqui Street
and
39 Montreal Street

119. Kinsmen Centre for the Retarded,
108 Sydney Street South, Kitchener

120. Kinsmen A.R.C. Industries,
870 Ottawa Street, Windsor

121. Lanark County A.R.C. Industries,
178 Town Line, Box 1859, Carleton Place

122. London Ability Centre,
627 Maitland Street,
London

123. The Thrift Shop,
79 Colborne Street,
Brantford

and

The Thrift Shop,
840 Dulaney Street,
London

and

The Thrift Shop,
1474 Dundas Street East,
London

and

London Goodwill Industries Association,
554 First Street,
London

and

The Thrift Shop,
908 Oxford Street,
London

and

The Thrift Shop,
266 Richmond Street,
London

and

The Thrift Shop,
295 Richmond Street,
London

and

The Thrift Shop,
615 Dundas Street,
London

and

Seven-Up Branch,
30 Seven-Up Avenue,
London

and

The Thrift Shop,
361 Talbot Street,
St. Thomas

and

The Thrift Shop,
62 Wellington Street,
Stratford

and

The Thrift Shop,
380 Dundas Street,
Woodstock

124. Mission Products, Sheltered Workshop,
120 Cannon Street East,
Hamilton

125. Niagara Training and Employment Agency, Inc. (N-Tec),
Canby Street, Port Robinson

126. North Peel Enterprises,
220 Rutherford Road, Brampton

127. Ontario Community Centre for the Deaf,
2395 Bayview Avenue,
Willowdale

128. Opp Art,
931 Leathorne Street,
London

129. Opportunity Workshop,
190 Adelaide Street South,
London

130. Opportunity Workshop,
Part of Lots 21 and 22 of Plan #147,
Strathroy

131. Ottawa Ability Centre,
80 Colonnade Road,
Ottawa

132. Participation House,
9th Line, P.O. Box 264, Markham

133. Participation Industries,
1621 Lauzon Road, Windsor

134. Peel Assessment Workshop,
5266 General Road, Mississauga

135. Petrolia Enterprises,
368 Eureka Street,
Petrolia
and
339 Centre Street,
Petrolia

136. Prevocational Training Centre,
205 Victoria Street,
Wardsville

137. Quad County Opportunity Workshop,
191 Queen Street, Wardsville

138. St. Catharines Ability Centre,
3 Lowell Avenue, St. Catharines

139. The Salvation Army Sheltered Workshop,
143 Lakeshore Boulevard East,
Toronto

140. Sarnia Goodwill Industries,
354-356 Christina Street South,
and
165 North Victoria Street, Sarnia

141. Society for Goodwill Services (Toronto),
234 Adelaide Street East,
2983 Lakeshore Boulevard West,
and
689 King Street West, Toronto

142. Soogoma Industries,
105 White Oak Drive East, Sault Ste. Marie

143. South Waterloo Vocational Centre,
485 Dundas Street,
Cambridge

144. Spruce Adult Workshop,
13 Ash Street, Box 204
and
50 Golf Avenue, Kapuskasing

145. Sub-Con Industries,
230 Bayview Drive, Barrie

146. Torchlight Industries,
30 Edinburgh Road,
Guelph

147. Town and Country Enterprises,
820 Main Street East,
Listowel

148. Vanier Industries,
221 Front Road, Hawkesbury
and
Concession 3,
Casselman

149. Vocational Rehabilitation Centre of Metropolitan Toronto,
74 Tycos Drive, Toronto

150. Wawanosh Enterprises,
1430 London Road,
Sarnia

151. Welland Ability,
160 East Main Street,
Welland

and

212 King Street,
Port Colborne

152. West Lincoln Rehabilitation Centre,
P.O. Box 277, Grimsby

153. Willowview Training Centre,
Eagle Road, P.O. Box 225, Fort Erie

154. Work Training and Assessment Centre,
2680 Ouellette Avenue,
Windsor

155. W. C. Jarrett Industrial Training Centre,
1125 Webbwood Drive, Sudbury

156. W-3 Printing and Retail,
1249 London Road,
Sarnia

O. Reg. 508/77, s. 2; O. Reg. 919/77, s. 2; O. Reg. 290/78, s. 2; O. Reg. 707/78, s. 2; O. Reg. 786/78, s. 1; O. Reg. 948/78, s. 1; O. Reg. 246/79, s. 1; O. Reg. 692/79, s. 2; O. Reg. 906/79, s. 1; O. Reg. 295/80, s. 2; O. Reg. 678/80, s. 2; O. Reg. 967/80, s. 1.

Form 1

*Vocational Rehabilitation Services Act*

APPLICATION FOR VOCATIONAL REHABILITATION SERVICES

(Surname) (given name(s) )

1. Name .....

(apartment number—street number) (street)

2. Address .....

(city) (postal code) (telephone number)

.....

day month year

3. Birthdate .....

4. Duration of Ontario residency immediately prior to application .....

.....

5. Describe in what way applicant is mentally or physically disabled: .....

.....

.....

.....

.....

6. Describe in what way this disability is vocationally handicapping: .....

.....

.....

.....

7. Indicate whether applicant's disability is a result of an occupational accident or hazard ☐; or service in the Armed Forces ☐.

Has applicant applied for benefits under the *Workmen's Compensation Act* ☐; or the *Veterans' Rehabilitation Act* (Canada) ☐ ?

If yes to either of the above, give result: .....

.....

.....

8. If a vocational rehabilitation program is provided for applicant, state whether applicant can arrange to take care of living expenses during that program. ☐ Yes; ☐ No.

9. I apply for vocational rehabilitation services under the *Vocational Rehabilitation Services Act* and have provided the above information which is correct to the best of my knowledge:

Dated at .....this .....

day of ....., 19....

.....
(signature of provincial officer or the person approved by the Director completing application)

.....
(signature of applicant)

.....
(official title)

10. Authorization:

I hereby authorize the Ministry of Community and Social Services and its representatives to release information with respect to my disabled condition and my application for vocational rehabilitation services to such agencies, persons or employers as may be concerned with my rehabilitation.

.....
(signature of applicant)

O.Reg. 136/79, s. 1, *part.* (Form 1)

Form 2

*Vocational Rehabilitation Services Act*

MEDICAL REPORT

NOTE TO EXAMINING PHYSICIAN: The information submitted on this Form will be used in conjunction with relevant social data to assist in determining whether or not the disabled person might benefit from vocational rehabilitation services which may enable him (her) to engage in any substantially gainful occupation.

NAME OF PERSON EXAMINED: .....
(surname—please print) (given name(s) )

ADDRESS: .....

1. DIAGNOSIS(ES) OF ILLNESS AND/OR DISABILITY: (Please specify as per standard nomenclature)

   (*a*) Primary .....

   (*b*) Secondary .....

   (*c*) Tertiary .....

2. GENERAL MEDICAL APPRAISAL: (Nature and duration of illness or disability; pertinent physical, mental or emotional findings)

   .....

   .....

   .....

   .....

   .....

3. SPECIFIC FACTORS OR CONDITIONS AFFECTING EMPLOYMENT: (Please specify any activities, working conditions or occupations that are to be avoided)

   .....

   .....

   .....

   .....

   .....

   .....

   .....

4. (*a*) May work or commence training .....hours per day, beginning .....; or

   (*b*) Full-time work or training beginning .....
   (date)

5. (*a*) Will condition probably improve? .....

   Worsen? ..... Remain unchanged? .....

   (*b*) Is patient continuing treatment? .....

   Will treatment interfere with work or training? .....

(*c*) Nature of Treatment: (present or recommended) .....

.....

6. ADDITIONAL COMMENTS: (Attach if necessary) .....

.....

.....

.....

7. CERTIFICATE:

I, .....am a legally qualified medical practitioner and have
(print name in capital letters)

examined the above-named person at .....on.....,
(date)

and this report contains my findings and considered opinion at that time.

..... .....
(signature) (suite no.) (street no.) (street)

.....
(city) (postal code)

8. MAIL TO: (To be completed by District Office)

O. Reg. 136/79, s. 1, *part*. (Form 4).

# REGULATION 944

under the Weed Control Act

## GENERAL

**1.**—(1) The plants named in the Schedule are designated as noxious weeds. O. Reg. 195/73, s. 1 (1).

(2) In the Schedule,

(*a*) "A. Nels" is an abbreviation for Aven Nelson;

(*b*) "L" is an abbreviation for Linnaeus;

(*c*) "Pers." is an abbreviation for Persoon;

(*d*) "Scop." is an abbreviation for Scopoli; and

(*e*) "spp." is an abbreviation for species. O. Reg. 195/73, s. 1 (2); O. Reg. 141/76, s. 2.

**2.** An order issued by an inspector under section 11 of the Act shall be in Form 1. O. Reg. 195/73, s. 2.

**3.**—(1) No person shall transport farm produce containing noxious weeds or weed seeds on any public road or property, except in a manner that prevents the escape of noxious weed seeds, or transport any such farm produce to a farm that is free from noxious weeds or weed seeds.

(2) No person shall transport soil, gravel or other substance containing noxious weeds or weed seeds except in a manner that prevents the weeds or weed seeds from being scattered during transportation or from being deposited on any land where the weeds or weed seeds may grow to maturity. O. Reg. 195/73, s. 3.

**4.**—(1) Noxious weeds shall be destroyed by means of,

(*a*) covering the plants with mulch or other substances that prevent the growth of the plants or the ripening of their seeds;

(*b*) pulling or otherwise removing the plants from the soil;

(*c*) cutting the roots or stalks of the plants before the seeds have developed sufficiently to ripen after the cutting;

(*d*) plowing or cultivating the soil in which the plants are growing; or

(*e*) treating with a herbicide that causes the plants to be destroyed or prevents the growth of the plants or the ripening of their seeds.

(2) Where noxious weeds are destroyed in a manner mentioned in subsection (1) and the seeds have developed sufficiently to ripen, the seeds shall be destroyed in a manner mentioned in subsection (5).

(3) Where an inspector causes the destruction of noxious weeds, the destruction shall be in a manner mentioned in subsection (1) that is efficient and at a reasonable cost in the circumstances.

(4) Nothing in this section authorizes any use of a herbicide that is contrary to any other law in force in Ontario.

(5) Weed seeds shall be destroyed by means of,

(*a*) removal to locations where the seeds are unable to germinate, or, if germination takes place, where the noxious weeds are unable to grow to maturity;

(*b*) composting;

(*c*) use as silage or other form of fodder in which the weed seeds are consumed by animals;

(*d*) grinding or crushing; or

(*e*) burning. O. Reg. 195/73, s. 4.

**5.** The circumstances and conditions under which an inspector may cause noxious weeds to be destroyed under section 13 or 16 of the Act are,

(*a*) that the inspector is of the opinion,

(i) that propagation of the noxious weeds would be prevented or substantially reduced by reason of their destruction, and

(ii) except in the case of poison ivy and ragweed, that lands other than the lands on which the noxious weeds are growing are likely to be damaged by propagation of the noxious weeds;

(*b*) that the inspector does not cause damage to the property more than is necessary

for or incidental to entering upon lands and transporting the equipment used in the destruction of the noxious weeds; and

(*c*) that in the destruction of noxious weeds in a growing crop, the inspector does not cause greater damage to the crop than is necessary for the economical and effective destruction of the noxious weeds. O. Reg. 195/73, s. 5.

**Schedule**

| Item | Common Name | Scientific Name |
|---|---|---|
| 1. | Bull Thistle | *Cirsium vulgare* (Savi) Tenore |
| 2. | Canada Thistle | *Cirsium arvense* (L.) Scop. |
| 3. | Chicory | *Cichorium intybus* L. |
| 4. | Common barberry | *Berberis vulgaris* L. |
| 5. | Cypress spurge | *Euphorbia cyparissias* L. |
| 6. | Dodder | *Cuscuta* spp. |
| 7. | European buckthorn | *Rhamnus cathartica* L. |
| 8. | Field bindweed | *Convolvulus arvensis* L. |
| 9. | Goat's-beard | *Tragopogon* spp. |
| 10. | Johnson grass | *Sorghum halepense* (L.) Pers. |
| 11. | Leafy spurge | *Euphorbia esula* L. |
| 12. | Milkweed | *Asclepias* spp. |
| 13. | Nodding thistle | *Carduus* spp. |
| 14. | Poison ivy | *Rhus radicans* L. |
| 15. | Ragweed | *Ambrosia* spp. |
| 16. | Russian Knapweed | *Centaurea repens* L. |
| 17. | Russian thistle | *Salsola pestifer* A. Nels. |
| 18. | Scotch thistle | *Onopordum acanthium* L. |
| 19. | Sow-thistle, perennial, annual | *Sonchus* spp. |
| 20. | Tuberous vetchling | *Lathyrus tuberosa* L. |
| 21. | Wild carrot | *Daucus carota* L. |
| 22. | Wild garlic | *Allium vineale* L. |
| 23. | Yellow rocket | *Barbarea* spp. |

O. Reg. 141/76, s. 2.

**Form 1**

*Weed Control Act*

ORDER TO DESTROY NOXIOUS WEEDS OR WEED SEEDS

To.....
(name of person in possession of land)

.....
(address)

* Copy to.....
(name of owner of land shown on assessment roll)

.....

.....
(address)

Under the *Weed Control Act* you are hereby ordered to destroy the noxious weeds and weed seeds, described as follows:.....

.....
(name of noxious weeds)

.....

located at.....
(lot or street number) (concession or street name)

.....
(name of municipality)

not later than.....days from the
(number, not less than seven)

date of service of this order.

Dated at.....this....day of.....,19..

.....
(signature of weed inspector)

* Where the owner of the land is not named above, a copy of the order shall be served upon the person shown as the owner of the property on the last revised assessment roll of the municipality in which the property is located.

N.B. Subsection 11 (5) of the *Weed Control Act* provides as follows:

(5) Where any person considers himself aggrieved by an order served upon him, he may, within four days after service of the order, appeal against the order or any requirements of the order to the chief inspector giving reasons for his objection to the order.

The address of the chief inspector is:

Chief Inspector, Weed Control Act,
Ministry of Agriculture and Food,
Legislative Buildings,
Toronto, Ontario.

O. Reg. 195/73, Form 1; O. Reg. 141/76, s. 3.

# REGULATION 945

under the Wild Rice Harvesting Act

## GENERAL

**1.** The areas shown on the plans filed in the office of the Registrar of Regulations at Toronto as Nos. 294 to 297, both inclusive, are wild rice harvesting areas, designated by the identifying number and initials shown thereon. R.R.O. 1970, Reg. 827, s. 1.

**2.** An application for a licence to harvest wild rice on Crown lands shall be in Form 1. R.R.O. 1970, Reg. 827, s. 2.

**3.** A licence to harvest wild rice on Crown lands shall be in Form 2. R.R.O. 1970, Reg. 827, s. 3.

**4.** The fee for a licence in Form 2 is $1. R.R.O. 1970, Reg. 827, s. 4.

**5.** A licence in Form 2 expires with the 31st day of October next following the date of issue. R.R.O. 1970, Reg. 827, s. 5.

**6.** A licence in Form 2 is not valid unless it is signed by the licensee. R.R.O. 1970, Reg. 827, s. 6.

**7.** A licence shall not be transferred without the approval of the Deputy Minister. R.R.O. 1970, Reg. 827, s. 7 (2).

### Form 1

*Wild Rice Harvesting Act*

APPLICATION FOR A LICENCE TO HARVEST WILD RICE ON CROWN LAND

IDENTIFICATION OF APPLICANT:

Name.....

Address.....

Age.....Height.....Weight.....

Colour of Eyes.....Colour of Hair.....

Number of last year's licence.....

1. Under the *Wild Rice Harvesting Act* and the regulations, and subject to the limitations thereof, I make application for a licence to harvest wild rice on Crown land in Wild Rice Harvesting Area No.....

2. I have harvested wild rice on Crown land in the wild rice harvesting area for the past.....years.

3. I am a resident of Ontario and have resided in Ontario for the past.....years.

..... .....
(date) (signature of applicant)

R.R.O. 1970, Reg. 827, Form 1.

### Form 2

*Wild Rice Harvesting Act*

19....

LICENCE TO HARVEST WILD RICE ON CROWN LANDS

IDENTIFICATION OF LICENSEE:

Licence No.....

Fee: $1

Age.....Height.....Weight.....

Colour of Eyes.....Colour of Hair.....

Under the *Wild Rice Harvesting Act* and the regulations, and subject to the limitations thereof, this licence is granted to

.....

of.....

to harvest wild rice on the Crown lands in Wild Rice Harvesting Area No....., subject to the following conditions:

.....

.....

.....

.....

This licence expires with the 31st day of October, 19.....

..... .....
(signature of licensee) Deputy Minister

..... .....
(date of issue) (signature of issuer)

R.R.O. 1970, Reg. 827, Form 2.

# REGULATION 946

under the Wilderness Areas Act

## WILDERNESS AREAS

**1.**—(1) The public lands described in the schedules hereto are set apart as wilderness areas for the purposes set out in section 2 of the Act.

(2) In addition to the purposes of subsection (1), Tickell Wilderness Area is set apart for use as a landing place for watercraft.

(3) Notwithstanding subsection (1), Timber Island Wilderness Area described in Schedule 28 is set apart as a wilderness area for the preservation of the area as nearly as may be in its natural state in which research and educational activities may be carried on and for the protection of the flora and fauna. R.R.O. 1970, Reg. 828, s. 1.

## ALGOMA DISTRICT

### Schedule 1

#### HILTON TOWNSHIP WILDERNESS AREA

In the geographic Township of Hilton in the Territorial District of Algoma, containing an area of 97 acres, more or less, described as follows:

All that part of Broken Lot 20 in Concession VII in the geographic Township of Hilton lying northwesterly of a line drawn across the said lot parallel to the northwesterly limit thereof from a point in the northeasterly limit thereof distant 48 chains and 50 links measured southeasterly thereon from the most northerly angle of that lot. R.R.O. 1970, Reg. 828, Sched. 1.

### Schedule 2

#### MICHIPICOTEN WILDERNESS AREA

In the geographic Township of Rabazo in the Territorial District of Algoma, containing an area of 552 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and are referred to the meridian passing through the centre of that geographic township:

1. Beginning at the beginning of a curve on the northwesterly limit of that part of the King's Highway known as No. 17 at chainage 212 plus 06.22; thence south 41° 17′ west along that northwesterly limit 1031.31 feet, thence north 48° 42′ west along that northwesterly limit 25,00 feet; thence south 41° 17′ west along that northwesterly limit 1028.30 feet to the northeasterly limit of Part 3, Plan AR 202; thence in a northwesterly, northeasterly, and northwesterly direction along that limit of Part 3 to the easterly limit of Part I, Plan AR 202; thence north 12° 51′ east along that easterly limit of Part I to the high-water mark of the Michipicoten River; thence in a southeasterly and northeasterly direction along that high-water mark to a line drawn north 48° 43′ west from the place of beginning; thence south 48° 43′ east 260 feet, more or less, to the place of beginning.

2. Beginning at the end of a curve on the northwesterly limit of that part of the King's Highway known as No. 17 at chainage 181 plus 80.19; thence north 41° 71′ east along that northwesterly limit 933.28 feet to the southwesterly limit of Part 3, Plan AR 202; thence in a northwesterly, northeasterly, northwesterly and southwesterly direction along that southwesterly limit of Part 3 to the southerly limit of Part 2, Plan AR 202; thence south 78° 55′ 30″ west along that southerly limit 1041.10 feet; thence north 51° 37′ west 1419.38 feet to the southerly limit of Part 1, Plan AR 202; thence south 83° 37′ west along the southerly limit of Part 1, Plan AR 202, a distance of 451.52 feet to the westerly limit of Part 1, Plan AR 202; thence north 22° 00′ west along that westerly limit 1674.80 feet to the northerly limit of that Part 1, Plan AR 202; thence east astronomically along that northerly limit and its easterly production 1072.18 feet to the high-water mark of the Michipicoten River; thence in a northeasterly, northwesterly, southwesterly and southeasterly direction along the high-water mark of that river and Michipicoten Bay of Lake Superior to the northwesterly corner of Location Y341 patented the 12th day of February, 1903; thence east astronomically along that northerly limit 396.00 feet to the northeasterly corner thereof; thence south astronomically along the easterly limit of that location 1056.0 feet to the southeasterly corner thereof; thence west astronomically along the southerly limit of that location 396.00 feet to the southwesterly corner thereof; thence in a southwesterly direction following the high-water mark of Michipicoten Bay of Lake Superior to the northeasterly corner of Mining Claim SSM 9184; thence south 8° 30′ east along the westerly limit of that mining claim 333.30 feet, more or less, to the northwesterly corner of Mining Claim SSM 9292; thence easterly along the northerly limit of that mining claim a distance of 397.98 feet to the northwesterly corner of Mining Location A (Wallace Location) patented the 8th day of September, 1866; thence easterly along the northerly limit of that Mining Location A to the northeasterly corner thereof; thence southerly along the easterly limit of that location 1272.85 feet, more or less, to the northwesterly limit of that part of the King's Highway known as No. 17; thence in a northeasterly direction along that northwesterly limit on

a curve to the right having a radius of 1532.40 feet, an arc distance of 184.19 feet, the chord equivalent being 184.08 feet measured north 37°50′23″ east, to the place of beginning. O. Reg. 204/71, s. 1.

### Schedule 3

NEW BRUNSWICK HOUSE POST WILDERNESS AREA

In the geographic Township of Cromlech in the Territorial District of Algoma, containing an area of 137 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of Foster Lake where the same is intersected by a line drawn east astronomically from a point in the westerly boundary of the geographic Township of Cromlech, distant 60 chains measured southerly along that boundary from the northwesterly corner of that geographic township; thence in a general northwesterly direction following that water's edge to the confluence with the water's edge on the southeasterly shore of an unnamed creek connecting Foster Lake and Brunswick Lake; thence in a general northeasterly direction following the water's edge on the southeasterly shore of that unnamed creek to the confluence with the water's edge on the westerly shore of Brunswick Lake; thence in a general easterly and southeasterly direction following the water's edge on the westerly shore of Brunswick Lake to the intersection with a line drawn east astronomically from the place of beginning; thence west astronomically 57 chains, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 2.

### Schedule 4

OLD BRUNSWICK HOUSE WILDERNESS AREA

In the geographic Township of Kildare in the Territorial District of Algoma, containing an area of 51 acres, more or less, described as follows:

Beginning at a point distant 94 chains measured west astronomically from a point in the easterly boundary of the geographic Township of Kildare distant 1 mile and 55 chains measured northerly along that boundary from the southeasterly corner of that geographic township; thence north astronomically to the intersection with the water's edge on the southeasterly shore of Missinaibi Lake; thence in a general southwesterly, southerly and southeasterly direction following that shore to the intersection with a line drawn west astronomically from the place of beginning; thence east astronomically to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 3.

## COCHRANE DISTRICT

### Schedule 5

ABITIBI LAKE NARROWS WILDERNESS AREA

In the geographic Township of Rand in the Territorial District of Cochrane, containing an area of 9.75 acres, more or less, described as follows:

Beginning at a point in the water's edge on the westerly shore of The Narrows of Lake Abitibi where the same is intersected by a line drawn east astronomically from a point distant 8 chains measured south astronomically from Station 40A as established by Speight and Van Nostrand, Ontario Land Surveyors, in the year 1908; thence west astronomically 13 chains, more or less, to the intersection with a line drawn south astronomically from a point distant 8 chains measured west astronomically from Station 40A; thence north astronomically 10 chains, more or less, to the water's edge on the westerly shore of The Narrows of Lake Abitibi; thence in a general southeasterly direction following that water's edge to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 5.

### Schedule 6

OLD FORT ALBANY WILDERNESS AREA

In the Territorial District of Cochrane at approximate latitude 52° 12′ 36″ north and longitude 81° 38′ 38″ west, containing an area of 11 acres, more or less, described as follows:

Beginning at a point in the water's edge on the southeasterly shore of Fishing Creek where the same is intersected by longitude 81° 38′ 38″ west, said point of intersection being also distant 12,500 feet, more or less, measured south 41° 11′ west from Post No. 248 planted by J. S. Dobie, Ontario Land Surveyor, on the northerly shore of the Albany River; thence in a general westerly direction following the water's edge on the southeasterly shore of Fishing Creek 5 chains; thence south astronomically 10 chains; thence east astronomically 10 chains; thence north astronomically 12 chains, more or less, to the water's edge on the southeasterly shore of that creek; thence in a general southwesterly direction following that water's edge to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 6.

### Schedule 7

SANKEY TOWNSHIP NATURE RESERVE WILDERNESS AREA

In the geographic Township of Sankey, in the Territorial District of Cochrane, containing an area of 72 acres, more or less, described as follows:

Beginning at a point in the geographic Township of Sankey distant 3970 feet measured south astronomically from a point in the north boundary of the Township of Sankey, said north boundary being part of the base line run by Speight and Van-Nostrand, Ontario Land Surveyors, in 1907, and which said point is distant 1510 feet measured easterly along the said north boundary of the township from the 1 Mile Post planted by Speight and VanNostrand, Ontario Land Surveyors, in 1907; thence east astronomically, 1980 feet; thence south astronomically, 1584 feet; thence west astronomically 1980 feet, more or less, to the intersection with a line drawn south astronomically from the

point of beginning; thence north astronomically 1584 feet, more or less, to the point of beginning. R.R.O. 1970, Reg. 828, Sched. 7.

## FRONTENAC COUNTY

### Schedule 8

KISHKEBUS LAKE WILDERNESS AREA

In the Township of Barrie in the County of Frontenac, containing an area of 332 acres, more or less, described as follows:

1. Those parts of lots 23, 24 and 25 in Concession XIV, lying north of a line drawn north 69° 08′ 20″ east astronomically from a point in the westerly limit of Lot 25 distant 25 chains measured southerly thereon from the northwesterly angle of said Lot 25.

2. Lots 23, 24 and 25 in Concession XV.

3. Lot 25 in Concession XVI. R.R.O. 1970, Reg. 828, Sched. 8.

## HASTINGS COUNTY

### Schedule 9

TICKELL WILDERNESS AREA

Gull Island, also known as Snake Island, situate in the Bay of Quinte, County of Hastings, and being distant about 55 chains south of Lot 14 in Concession I of the Township of Thurlow, and about 36 chains north from Cedar Island, including the rocks at the east end of Gull Island. R.R.O. 1970, Reg. 828, Sched. 9.

## KENORA DISTRICT

### Schedule 10

CAPE HENRIETTA-MARIA WILDERNESS AREA

In the Territorial District of Kenora, Patricia Portion, located at approximate latitude 55° 05′ north, longitude 82° 35′ west, containing an area of 225 square miles, more or less, described as follows:

Beginning at a point in the water's edge on the westerly shore of James Bay where the same is intersected by latitude 55° 00′ north; thence westerly along that latitude 24.7 miles, more or less, to the water's edge on the easterly shore of an unnamed river flowing into Hudson Bay; thence in a general northerly direction following the water's edge on the easterly shore of that river to the confluence with the water's edge on the southerly shore of that bay; thence in a general easterly, northerly and southerly direction following the water's edge on the southerly shore of that bay and the westerly shore of James Bay to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 10.

### Schedule 11

DERBY LAKE WILDERNESS AREA

In the Territorial District of Kenora, located at approximate latitude 49° 09′ north, longitude 93° 41′ 30″ west containing an area of 450 acres, more or less, described as follows:

Beginning at a point in the water's edge along the most easterly extremity of an unnamed lake distant 4,750 feet, more or less, measured north astronomically from the high-water mark of Katimiagamak Lake and being also distant 6,400 feet, more or less, measured east astronomically from the east boundary of the geographic Township of Godson; thence east astronomically 4,120 feet, more or less, to the intersection with a line drawn north astronomically from the water's edge along the most westerly extremity of an unnamed lake lying immediately north of Derby Lake; thence south astronomically 3,000 feet, more or less, to the water's edge along the most westerly extremity of the said unnamed lake; thence in a general southerly and easterly direction following the said water's edge to the water's edge on the westerly bank of a connecting stream between the said unnamed lake and Derby Lake; thence in a general southeasterly direction following the said water's edge of the connecting stream to the water's edge along the northerly shore of Derby Lake; thence in a general westerly and southeasterly direction following the said water's edge of Derby Lake to the water's edge along the northerly bank of the connecting stream between Derby Lake and Katimiagamak Lake; thence in a general southwesterly direction following the said water's edge of the connecting stream to the water's edge along the northerly shore of Katimiagamak Lake; thence in a general northwesterly direction following the said water's edge to the interesection with a line drawn south astronomically from the place of beginning; thence north astronomically 4,750 feet, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 11.

### Schedule 12

ECHO TOWNSHIP WILDERNESS AREA

In the geographic Township of Echo in the Territorial District of Kenora, containing an area of 492 acres, more or less, described as follows:

Beginning at a point in the easterly limit of Lot 7 in Concession III distant 40 chains measured southerly along that limit from the northeasterly angle of that lot; thence west astronomically to the intersection with the water's edge on the easterly shore of Kathlyn Lake; thence in a general northeasterly and northerly direction following that water's edge to the intersection with the production westerly of the northerly limit of said Lot 7; thence easterly along that production and that northerly limit to the south-

westerly angle of Lot 6 in Concession IV; thence northerly along the westerly limit of that lot 40 chains, more or less, to the line between the north and south halves of that lot; thence easterly along the line between the north and south halves of that lot to the westerly limit of Lot 5 in Concession IV: thence easterly in a straight line across that lot 40 chains, more or less, to a point in the easterly limit of that lot distant 40 chains measured northerly along that limit from the southeasterly angle of that lot; thence southerly along the easterly limit of that lot 40 chains to the southeasterly angle of that lot; thence westerly along the line between Concession III and IV, 40 chains, more or less, to the northeasterly angle of Lot 6 in Concession III; thence southerly along the easterly limit of that lot 40 chains, more or less, to the intersection with a line drawn east astronomically from the place of beginning; thence west astronomically 40 chains, more or less, to the place of beginning.

Saving and excepting thereout and therefrom a strip of land 66 feet in perpendicular width lying 33 feet on either side of a centre line and centre line produced, which said centre line may be more particularly described as follows:

Beginning at a point distant 3.48 chains measured east astronomically from a point distant 40 chains measured southerly along the easterly limit of Lot 7 in Concession III; thence north 0° 09′ 30″ west astronomically 80 chains, more or less, to a point in the line between the north and south halves of Lot 6 in Concession IV, distant 3.3833 chains, more or less, measured easterly along that line from the westerly limit of that lot. R.R.O. 1970, Reg. 828, Sched. 12.

## Schedule 13

THE JONES ROAD WILDERNESS AREA

In unsurveyed territory north of the geographic Township of Jackman in the Territorial District of Kenora containing an area of 640 acres, more or less, and being all that portion of land lying 500 feet in perpendicular distance on either side of the limits of that road known as the Jones Road, extending from the northerly boundary of the geographic Township of Jackman to a line drawn north astronomically from a point distant 29 chains measured west astronomically from the water's edge on the most easterly extremity of John Lake. R.R.O. 1970, Reg. 828, Sched. 13.

## Schedule 14

MASSACRE ISLAND WILDERNESS AREA

Massacre Island situate in Lake of the Woods in the Territorial District of Kenora located at approximate latitude 49° 16′ north and longitude 94° 46′ west, containing an area of 78 acres, more or less. R.R.O. 1970, Reg. 828, Sched. 14.

## Schedule 15

SIOUX MOUNTAIN WILDERNESS AREA

In the geographic Township of Drayton in the Territorial District of Kenora and being the whole of Lot 20 in Concession I, containing an area of 28.398 acres, more or less.

Excepting thereout and therefrom a strip of land 100 feet in perpendicular width lying 50 feet on either side of a centre line and centre line produced, which said centre line may be more particularly described as follows:

Beginning at a point in the westerly limit of said Lot 20 distant 417.87 feet measured southerly along that limit from the northwesterly angle of that lot; thence north 57° 15′ east astronomically 254.8 feet; thence north 49° 44′ east astronomically 434.5 feet, more or less, to a point in the northerly limit of said Lot 20. R.R.O. 1970, Reg. 828, Sched. 15.

## Schedule 16

SUTTON LAKE GORGE WILDERNESS AREA

In the Territorial District of Kenora, Patricia Portion, containing an area of 125 acres, more or less, described as follows:

Beginning at a point in the water's edge on an extremity of land on the northerly shore of Sutton Lake at approximate latitude 54° 25′ north and longitude 84° 41′ west; thence west astronomically 25 chains; thence north astronomically 50 chains; thence east astronomically 25 chains; thence south astronomically 50 chains, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 16.

## Schedule 17

WHITE OTTER LAKE WILDERNESS AREA

In unsurveyed territory in the Territorial District of Kenora located at approximate latitude 49° 10′ 30″ north and longitude 91° 54′ 30″ west, containing an area of 41 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of White Otter Lake distant 129.5 chains, more or less, measured south astronomically from the most northerly extremity of McOuat Bay of that lake; thence north 50° 00′ east astronomically 13 chains; thence south 40° 00′ east astronomically 35 chains; thence south 50° 00′ west astronomically 19 chains, more or less, to the water's edge on the easterly shore of that lake; thence in a general northerly and northwesterly direction following that water's edge to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 17.

KENT COUNTY

**Schedule 18**

RONDEAU PROVINCIAL PARK WILDERNESS AREA

In the Township of Harwich in the County of Kent and being composed of part of Rondeau Provincial Park containing an area of 559.74 acres, more or less, described as follows:

Beginning at a point distant 5.573 chains measured west astronomically from the southwesterly angle of Lot 311 according to a plan of subdivision of part of Rondeau Provincial Park prepared by R. W. Code, Ontario Land Surveyor, dated November 22nd, 1945, of record in the Department of Lands and Forests, Ontario; thence south 5° 43′ west 36.923 chains; thence south 12° 13′ west 18.546 chains, more or less, to the intersection with a line drawn west astronomically from the southwesterly angle of Lot 361 according to said plan of subdivision; thence west astronomically 103.2 chains, more or less, to the water's edge on the easterly shore of Long Pond; thence in a general northeasterly direction following the said water's edge to the intersection with a line drawn west astronomically from the place of beginning; thence east astronomically 98.8 chains, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 18.

LAMBTON COUNTY

**Schedule 19**

THE PINERY PROVINCIAL PARK DUNE FOREST WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 129.5 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the southwesterly limit of Lot 30 in Lake Road West Concession distant 4062.83 feet measured northwesterly thereon from the most southerly angle of that lot; thence northerly along the southwesterly limit of that lot 400 feet; thence north 46° 30′ east 820 feet; thence north 35° 30′ east 700 feet; thence north 78° 30′ east 930 feet; thence north 66° 30′ east 1830 feet; thence south 36° 30′ east 1160 feet; thence south 58° 00′ west 1260 feet; thence south 61° 30′ west 950 feet; thence south 11° 00′ west 480 feet; thence north 86° 30′ west 1000 feet; thence south 59° 00′ west 748 feet, more or less, to a point in the southwesterly limit of Lot 30, Lake Road West Concession; thence northwesterly along the southwesterly limit of that lot 628 feet, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 19.

**Schedule 20**

THE PINERY PROVINCIAL PARK FLOOD-PLAIN WILDERNESS AREA

In the Township of Bosanquet, in the County of Lambton, containing an area of 25 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the water's edge on the southeasterly shore of the Ausable River, distant 300 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 17 in Lake Road West Concession; thence in a general northerly and easterly direction following that water's edge 1850 feet, more or less, to a point distant 500 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 16 in Lake Road West Concession; thence southeasterly parallel to the southwesterly limit of that lot 330 feet, more or less, to the northwesterly limit of a travelled road; thence in a general southwesterly direction along the northwesterly limit of that road to a point therein, distant 300 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 17 in Lake Road West Concession; thence northwesterly parallel to the southwesterly limit of that lot 420 feet, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 20.

**Schedule 21**

THE PINERY PROVINCIAL PARK FOREST WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 197 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the water's edge on the northwesterly shore of the Ausable River where the same is intersected by a production of the northeasterly limit of Lot 11 in Lake Road West Concession; thence north 59° 10′ 55″ west along that production 25.02 feet to a survey post planted; thence continuing north 59° 10′ 55″ west along that production and the northeasterly limit of that lot 1454.19 feet to a survey post planted; thence continuing north 59° 10′ 55″ west along the northeasterly limit of that lot 1630 feet; thence south 50° 00′ west 180 feet, more or less, to the northeasterly limit of a travelled road; thence in a general southwesterly direction following the southeasterly limit of that road to the intersection with the

water's edge on the northwesterly shore of the Ausable River; thence in a general northeasterly direction following that water's edge to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 21.

### Schedule 22

THE PINERY PROVINCIAL PARK SHORE WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 75 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the northeasterly limit of Lot 21 in Lake Road West Concession distant 4330 feet measured northwesterly along the northeasterly limit of that lot from the most easterly angle thereof; thence south 51° 00′ west 2950 feet; thence north 39° 00′ west 1160 feet, more or less, to the water's edge on the southerly shore of Lake Huron; thence in a general northeasterly direction following that water's edge to the intersection with the production northwesterly of the northeasterly limit of Lot 21 in Lake Road West Concession; thence southwesterly along that production and that northeasterly limit 1050 feet, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 22.

## MANITOULIN DISTRICT

### Schedule 23

CRATER LAKES WILDERNESS AREA

In the geographic Township of Killarney in the Territorial District of Manitoulin containing an area of 550 acres, more or less, described as follows:

Beginning at a point in the water's edge on the northerly shore of Baie Fine of Narrow Bay where the same is intersected by a line drawn north astronomically from a point in the northerly boundary of the geographic Township of Rutherford distant 14 chains measured easterly thereon from the northwesterly corner of Section 20 in the said geographic township; thence north astronomically 42 chains; thence west astronomically 80 chains; thence south astronomically 85 chains, more or less, to the water's edge on the northerly shore of Narrow Bay on the North Channel of Lake Huron; thence in a general northeasterly direction following the water's edge on the northerly shore of that bay and Baie Fine to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 23.

## MUSKOKA DISTRICT

### Schedule 24

MCCRAE LAKE WILDERNESS AREA

In the geographic Township of Baxter in the Territorial District of Muskoka, containing an area of 625 acres, more or less, described as follows:

Beginning at a point in the westerly limit of Lot 30 in Concession XV, distant 25 chains measured northerly along that limit from the southwesterly angle thereof; thence north 69° 08′ 20″ east across lots 30, 29 and 28 in Concession XV to a point in the easterly limit of that last-mentioned lot; thence northerly along the easterly limit of Lot 28 to the northeasterly angle of that lot; thence easterly along the line between Concessions XV and XVI to the intersection with a line drawn south 20° 51′ 40″ east from a point in the northerly limit of Lot 26 in Concession XVI, distant 5 chains measured westerly along the northerly limit of that lot from the northeasterly angle thereof; thence north 20° 51′ 40″ west to the northerly limit of that lot; thence westerly along the northerly limit of that lot and its production westerly to the water's edge on the westerly shore of an unnamed bay of McCrae Lake; thence westerly in a straight line to and along the northerly limit of lots 27 and 28 in Concession XVI and continuing westerly along the production westerly of the northerly limit of Lot 28 to the water's edge on the easterly shore of an unnamed island in McCrae Lake; thence westerly in a straight line to and along the northerly limit of lots 29 and 30 in Concession XVI on the said island and continuing westerly along the production westerly of the northerly limit of that part of Lot 30 on the said island to the water's edge on the westerly shore of McCrae Lake; thence westerly in a straight line to the northwesterly angle of Lot 30 in Concession XVI; thence southerly along the westerly limit of Lot 30 in Concession XVI and Lot 30 in Concession XV to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 24.

## NORFOLK COUNTY
## (now REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK)

### Schedule 25

TURKEY POINT WILDERNESS AREA

In that part of The Regional Municipality of Haldimand-Norfolk that was formerly the Township of Charlotteville in the County of Norfolk, containing an area of 52.85 acres, more or less, described as follows:

Beginning at a stone monument in the westerly limit of Lot 12 in front of Concession A defining the northwesterly angle of a plan registered in the Registry Office for the Registry Division of the County of Norfolk as No. 128; thence north 29° 12′ 30″ west along that westerly limit 1369.14 feet; thence north 29° 50′ west along the westerly limit of Lot 12 in Concession

A 208.34 feet; thence north 60° 10′ east to a point in the easterly limit of that lot; thence south 29° 50′ east along that limit 66 feet; thence south 60° 10′ west 576.4 feet; thence south 29° 50′ east 1511.48 feet to a survey post; thence south 60° 10′ west 1427.55 feet, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 25, *revised*.

## NORTHUMBERLAND COUNTY

### Schedule 26

PRESQU'ILE ISLANDS WILDERNESS AREA

In Presqu'ile Provincial Park in the Township of Brighton in the County of Northumberland, containing an area of 322 acres, more or less, and being composed of Block 'B' according to a plan registered in the Registry Office for the East Riding of the Registry Division of the County of Northumberland as Plan No. 145. R.R.O. 1970, Reg. 828, Sched. 26.

## PARRY SOUND DISTRICT

### Schedule 27

BLAIR TOWNSHIP NATURE RESERVE WILDERNESS AREA

In the geographic Township of Blair in the Territorial District of Parry Sound, containing an area of 150 acres, more or less, described as follows:

Beginning at a point in the southerly limit of Lot 29, in Concession VI, in the geographic Township of Blair, distant 400 feet measured westerly along the said southerly limit from the southeasterly corner of said Lot 29; thence north 20° 51′ 40″ west, 300 feet; thence north 69° 08′ 20″ east, 400 feet, more or less, to the intersection with the easterly limit of said Lot 29; thence northerly along the said easterly limit to the intersection with the southerly limit of the right of way of a travelled road; thence in a general northwesterly direction along the said limit of the right of way to the intersection with the westerly limit of Lot 30, in Concession VI; thence southerly along the said westerly limit to the southwesterly corner thereof; thence easterly along the southerly limit of lots 30 and 29, in Concession VI, to the point of beginning. R.R.O. 1970, Reg. 828, Sched. 27.

## PRINCE EDWARD COUNTY

### Schedule 28

TIMBER ISLAND WILDERNESS AREA

Timber Island, situate in Lake Ontario in the Township of South Marysburgh in the County of Prince Edward, containing 101 acres, more or less. R.R.O. 1970, Reg. 828, Sched. 28.

## RAINY RIVER DISTRICT

### Schedule 29

SHOAL LAKE WILDERNESS AREA

In the Territorial District of Rainy River, being composed of parts of Mining Location K-75 on Shoal Lake, containing an area of 14.40 acres, more or less, described as follows:

Premising that the easterly limit of Mining Location K-75 has an astronomical course of due north derived from observations and relating all bearings herein thereto.

*Firstly:* Part of Mining Location K-75, containing an area of 5.06 acres, more or less.

Beginning at a survey post planted in the east limit of said Mining Location K-75 distant 224.58 feet measured due north along the said east limit from a survey post planted defining the southwesterly corner of Mining Location K-74; thence due south along the said east limit, 133.41 feet, more or less, to the northerly limit of a right of way having a perpendicular width of 20 feet; thence southwesterly along the said right of way limit on the following bearings and distances; south 78° 21′ 30″ west, 1.43 feet; south 85° 23′ 30″ west, 305.81 feet; north 85° 37′ 30″ west, 103.49 feet; south 81° 18′ 30″ west, 214.74 feet; south 68° 05′ west, 120.58 feet; thence south 59° 48′ 30″ west along the said right of way limit, 366.02 feet, more or less, to the intersection with the west limit of said Mining Location K-75; thence due north along the said west limit, 411.71 feet to a survey post planted; thence due east, 1050.00 feet to the place of beginning.

*Secondly:* Part of Mining Location K-75, containing an area of 9.34 acres, more or less.

Beginning where a survey post has been planted at the intersection of the east limit of Mining Location K-75 with the inner limit of the 66 foot road allowance laid out along the shore of Shoal Lake and which survey post defines the southwesterly corner of Mining Location K-74; thence due north along the said east limit, 70.93 feet to the southerly limit of a right of way having a perpendicular width of 20 feet; thence southwesterly along the said right of way limit on the following bearings and distances; south 85° 23′ 30″ west, 307.19 feet; north 85° 37′ 30″ west, 102.77 feet; south 81° 18′ 30″ west, 210.12 feet; south 68° 05′ west, 116.82 feet; thence south 59° 48′ 30″ west along the said right of way limit, 376.22 feet, more or less, to the intersection with the west limit of said Mining Location K-75; thence due south along the said west limit, 265.15 feet to a survey post planted; thence due east, 761.68 feet to a survey post planted in the inner limit of the 66 foot road allowance laid out along the shore of Shoal Lake; thence in a general northerly and northeasterly direction following the said inner limit to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 29.

## SUDBURY DISTRICT

### Schedule 30

EIGHTEEN MILE ISLAND WILDERNESS AREA

In the geographic Township of Mason in the Territorial District of Sudbury, containing an area of 482 acres, more or less, described as follows:

Beginning at the southwesterly angle of Lot 8, Concession III in the geographic Township of Mason; thence easterly along the southerly boundary of that lot 40.66 chains, more or less, to the southeasterly angle of that lot; thence easterly along the southerly limit of Lot 7 a distance of 20.0 chains; thence north astronomically 79.16 chains, more or less, to the northerly limit of that lot; thence westerly along the northerly limit of that lot and Lot 8, Concession III to the northwesterly angle of the said Lot 8; thence southerly along the westerly limit of that lot 79.63 chains, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 30.

### Schedule 31

FAIRY POINT WILDERNESS AREA

In the geographic Township of Missinaibi in the Territorial District of Sudbury, containing an area of 640 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of Baltic Bay of Missinaibi Lake where the same is intersected by a line drawn north 69° 27′ west from a point distant 61.5 chains measured south astronomically from a witness post planted in the northerly boundary of the geographic Township of Missinaibi marked 1 mile - 1 chain east; thence in a general southwesterly, northerly, westerly, southerly and northeasterly direction following the water's edge on the easterly shore of Baltic Bay of Missinaibi Lake and the water's edge on the northerly shore of that lake to the intersection with a line drawn south 69° 27′ east from the place of beginning; thence north 69° 27′ west 94 chains, more or less, to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 31.

### Schedule 32

WHITEFISH FALLS WILDERNESS AREA

In the geographic Township of Missinaibi in the Territorial District of Sudbury, containing an area of 266 acres, more or less, described as follows:

Beginning at a witness post planted in the northerly boundary of the geographic Township of Missinaibi marked 4 miles - 7 chains west; thence south 31° 30′ east 37 chains; thence south 58° 30′ west 80 chains; thence north 31° 30′ west 36 chains, more or less, to the water's edge on the southerly shore of Missinaibi Lake; thence in a general northeasterly, southerly, easterly, northerly and northeasterly direction following that water's edge to the intersection with the northerly boundary of the geographic Township of Missinaibi; thence easterly along that boundary to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 32.

## THUNDER BAY DISTRICT

### Schedule 33

AGATE ISLAND WILDERNESS AREA

Agate Island situate in Lake Superior in the Territorial District of Thunder Bay, located at approximate latitude 48° 42′ north and longitude 87° 59′ west, containing an area of 148 acres, more or less. R.R.O. 1970, Reg. 828, Sched. 33.

### Schedule 34

BAT CAVE WILDERNESS AREA

In the geographic Township of Dorion in the Territorial District of Thunder Bay, containing an area of 177 acres, more or less, described as follows:

Beginning at a point in the northerly limit of Lot 14 in Concession IX, distant 22.22 chains measured easterly along that limit from the northwesterly angle of that lot; thence south astronomically to the southerly limit of that lot; thence easterly along the southerly limit of that lot to the westerly limit of Mining Location 8L; thence southerly along the westerly limit of that mining location to the southwesterly corner thereof; thence easterly along the southerly limit of that mining location 20 chains; thence northerly in a straight line to the southwesterly corner of Mining Location 7L; thence northerly along the westerly limit of that mining location to the northwesterly corner thereof; thence westerly along the northerly limit of Lot 14 in Concession IX to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 34.

### Schedule 35

GANLEY HARBOUR WILDERNESS AREA

In unsurveyed territory in the Territorial District of Thunder Bay located at approximate latitude 47° 56′ north, longitude 85° 44′ west, containing an area of 6.5 acres, more or less, described as follows:

Beginning at a point in the water's edge on the most westerly extremity of Ganley Harbour of Lake Superior; thence west astronomically to the water's edge on the easterly shore of that lake; thence in a general southeasterly, easterly, northeasterly and northwesterly direction following the water's edge of that lake and Ganley Harbour of that lake to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 35.

### Schedule 36

OUTER BARN ISLAND WILDERNESS AREA

Outer Barn Island situate in Lake Nipigon in the Territorial District of Thunder Bay at approximate latitude 50° 01′ north and longitude 88° 47′ west, containing an area of 161 acres, more or less. R.R.O. 1970, Reg. 828, Sched. 36.

### Schedule 37

RICHARDSON HARBOUR ISLAND WILDERNESS AREA

Richardson Harbour Island situate in the geographic Township of Homer in the Territorial District of Thunder Bay, containing an area of 42 acres, more or less. R.R.O. 1970, Reg. 828, Sched. 37.

### Schedule 38

SLEEPING GIANT WILDERNESS AREA

In the geographic Township of Sibley in the Territorial District of Thunder Bay, containing an area of 633 acres, more or less, described as follows:

Beginning at the northwesterly corner of Section 3 in the geographic Township of Sibley; thence southerly along the westerly limit of that section and Mining Location O and its production southerly to the water's edge of Lake Superior; thence in a general southwesterly direction following that water's edge to the easterly limit of the lighthouse reserve vested in the Government of Canada by an Order in Council dated January 11th, 1901; thence northerly along the easterly limit of that reserve to the northeasterly corner thereof; thence westerly along the northerly limit of that reserve to the water's edge on the easterly shore of Thunder Bay of Lake Superior; thence in a general northerly direction following that water's edge to the production westerly of the southerly limit of Section 2 in the said geographic township of Sibley; thence easterly along that production and that southerly limit to the place of beginning. R.R.O. 1970, Reg. 828, Sched. 38.

## RAINY RIVER DISTRICT

### Schedule 39

LAC LA CROIX WILDERNESS AREA

In the Territorial District of Rainy River, containing a total area of 28.95 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and are referred to the northerly limit of Mining Claim FF 2734 having a bearing of north 87° 27′ west:

1. Beginning at a point distant 1031.34 feet measured south 42° 02′ 14″ west from the international boundary monument Number 495 at Latitude 48° 16′ 40.75″ and Longitude 92° 17′ 44.23″; thence north 2° 15′ east 795.96 feet; thence north 87° 27′ west 205.32 feet; thence north 2° 33′ east 600.0 feet; thence south 87° 27′ east 422.20 feet, more or less, to the water's edge of Lac La Croix; thence in a southeasterly direction following that water's edge and the water's edge of a body of water joining Lac La Croix and Loon Lake and the water's edge of Loon Lake to a line drawn south 85° 55′ east from the point of beginning; thence north 85° 55′ west 1147 feet, more or less, to the point of beginning.

2. Island CL 155 in Lac La Croix at Latitude 48° 20′ 59.13″ and Longitude 92° 11′ 25.71″. O. Reg. 225/72, s. 1.

# REGULATION 947

under the Wine Content Act

GENERAL

**1.** In this Regulation,

(*a*) "Board" means The Liquor Control Board of Ontario;

(*b*) "winery" means a manufacturer of Ontario wine licensed under the *Liquor Licence Act*;

(*c*) "year" means the twelve-month period from the 1st day of September to and including the 31st day of August. O. Reg. 303/77, s. 1.

**2.**—(1) Where a winery manufactures wine for the purposes set out in section 2 of the Act, the quota of grapes grown out of Ontario or the equivalent thereof in imported wine that may be used each year by the winery in the manufacture of wine is that amount of Vinifera variety grapes that is equal to 15 per cent of the total amount of,

(*a*) grapes grown in Ontario; and

(*b*) the equivalent of grapes grown in Ontario in the form of juice or concentrate,

purchased or acquired by the winery in that year. O. Reg. 303/77, s. 2 (1).

(2) For the purposes of subsection (1), one ton of grapes grown out of Ontario is equivalent to 225 Imperial gallons of imported wine. O. Reg. 303/77, s. 2.

**3.** Where a winery manufactures a brand of wine for the purposes set out in section 2 of the Act, the percentage of grapes grown out of Ontario or the equivalent thereof in imported wine, or any combination thereof used in the manufacture of the wine, shall not exceed 30 per cent of the total content of the wine. O. Reg. 303/77, s. 3 (1).

**4.** A winery manufacturing wine for the purposes set out in section 2 of the Act may sell that wine only if,

(*a*) the volume of wine and lees from one ton of grapes is not more than 225 Imperial gallons; or

(*b*) the concentrated juice of one ton of grapes, including lees and any water, honey, sugar, or the distillate of Ontario wine added, is not more than 225 Imperial gallons. O. Reg. 370/80, s. 3.

**5.** Prior to the introduction of grapes grown out of Ontario or the equivalent thereof in imported wine into wine manufactured for the purposes set out in section 2 of the Act in any year, a winery shall notify the Board in writing of the winery's intention to introduce grapes grown out of Ontario or imported wine into the manufacture of wine. O. Reg. 303/77, s. 5.

**6.** A winery manufacturing wine for the purposes set out in section 2 of the Act,

(*a*) shall report,

(i) the quantity of Ontario grapes or the equivalent thereof in juice or concentrates extracted from Ontario grapes, purchased or acquired by the winery during the year,

(ii) the price paid for the Ontario grapes, juice or concentrate referred to in subclause (i),

(iii) the periods within the year that the purchases or acquisitions of Ontario grapes, juice or concentrate took place; and

(*b*) supply to the Board,

(i) a copy of each order that the winery has placed for grapes grown out of Ontario or imported wine,

(ii) the customs declaration and bills of lading for each order that the winery has placed for grapes grown out of Ontario or imported wine, and

(iii) samples of such grapes grown out of Ontario or imported wine sufficient for analysis when required by the Board. O. Reg. 303/77, s. 6.

# REGULATION 948

under the Woodlands Improvement Act

GENERAL

**1.** The parts of Ontario described in the Schedules to Appendix A are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1970, Reg. 832, s. 1.

**2.** The parts of Ontario described in the Schedules to Appendix B are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1970, Reg. 832, s. 2.

**3.** The parts of Ontario described in the Schedules to Appendix C are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1970, Reg. 832, s. 3.

**4.** The parts of Ontario described in the Schedules to Appendix D are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1970, Reg. 832, s. 4.

**5.** The parts of Ontario described in the Schedules to Appendix E are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1970, Reg. 832, s. 5.

APPENDIX A

**Schedule 1**

RENFREW MANAGEMENT AREA

The townships of Hagarty and Richards, North Algona, South Algona and Wilberforce and that part of the Township of Sherwood, Jones and Burns that was formerly the Township of Sherwood, in the County of Renfrew. R.R.O. 1970, Reg. 832, App. A, Sched. 1.

**Schedule 2**

SIMCOE MANAGEMENT AREA

The townships of Flos, Medonte, Tay and Tiny, in the County of Simcoe. R.R.O. 1970, Reg. 832, App. A, Sched. 2.

**Schedule 3**

WATERLOO MANAGEMENT AREA

That part of The Regional Municipality of Waterloo that was formerly the Township of North Dumfries in the County of Waterloo. R.R.O. 1970, Reg. 832, App. A, Sched. 3.

APPENDIX B

**Schedule 1**

GLENGARRY, PRESCOTT AND STORMONT MANAGEMENT AREA

The counties of Glengarry, Prescott and Stormont. R.R.O. 1970, Reg. 832, App. B, Sched. 1.

**Schedule 2**

GREY MANAGEMENT AREA

The County of Grey. R.R.O. 1970, Reg. 832, App. B, Sched. 2.

**Schedule 3**

HALDIMAND, NORFOLK AND NIAGARA MANAGEMENT AREA

The regional municipalities of Haldimand-Norfolk and Niagara. R.R.O. 1970, Reg. 832, App. B, Sched. 3, *revised*.

**Schedule 4**

HUNTSVILLE MANAGEMENT AREA

The geographic townships of Brunel, Cardwell, Chaffey, Draper, Franklin, Macaulay, McLean, Medora, Monck, Morrison, Muskoka, Oakley, Ridout, Ryde, Sinclair, Stephenson, Stisted, Watt and Wood in the Territorial District of Muskoka; the geographic townships of Armour, Bethune, Humphry, McMurrich, Perry, Proudfoot and Ryerson in the Territorial District of Parry Sound; those parts of the Township of Sherborne, McClintock, Livingstone, Lawrence and Nightingale that were formerly the townships of McClintock and Livingstone in the Provisional County of Haliburton; and that part of the geographic Township of Finlayson lying west of the centre line of the road allowance between lots 20 and 21 and those parts of the geographic townships of Butt and McCraney lying west of the centre line of the road allowance between lots 15 and 16 in the Territorial District of Nipissing. R.R.O. 1970, Reg. 832, App. B, Sched. 4.

**Schedule 5**

NORTH RENFREW MANAGEMENT AREA

The townships of Alice and Fraser, Bromley, Hagarty and Richards, Head, Clara and Maria,

North Algona, Pembroke, Petawawa, Rolph, Buchanan, Wylie and McKay, Ross, Sherwood, Jones and Burns, South Algona, Stafford, Westmeath and Wilberforce in the County of Renfrew and the geographic townships of Airy, Cameron, Dickens, Lyell, Murchison and Sabine in the Territorial District of Nipissing. R.R.O. 1970, Reg. 832, App. B, Sched. 5.

**Schedule 6**

PETERBOROUGH MANAGEMENT AREA

The County of Peterborough. R.R.O. 1970, Reg. 832, App. B, Sched. 6.

**Schedule 7**

SIMCOE MANAGEMENT AREA

The County of Simcoe and the geographic Township of Baxter in the Territorial District of Muskoka as it existed on the 31st day of December, 1970. R.R.O. 1970, Reg. 832, App. B, Sched. 7.

**Schedule 8**

SOUTH RENFREW MANAGEMENT AREA

The townships of Admaston, Bagot and Blithfield, Brougham, Brudenell and Lyndoch, Grattan, Griffith and Matawatchan, Horton, McNab, Radcliff, Raglan and Sebastopol in the County of Renfrew. R.R.O. 1970, Reg. 832, App. B, Sched. 8.

**Schedule 9**

WATERLOO MANAGEMENT AREA

The Regional Municipality of Waterloo. R.R.O. 1970, Reg. 832, App. B, Sched. 9, *revised*.

APPENDIX C

**Schedule 1**

BRUCE MANAGEMENT AREA

The County of Bruce. R.R.O. 1970, Reg. 832, App. C, Sched. 1.

**Schedule 2**

OTTAWA-CARLETON AND LANARK MANAGEMENT AREA

The County of Lanark and The Regional Municipality of Ottawa-Carleton, save and except the Township of Cumberland. R.R.O. 1970, Reg. 832, App. C, Sched. 2.

**Schedule 3**

DUFFERIN AND PEEL MANAGEMENT AREA

The County of Dufferin and The Regional Municipality of Peel. R.R.O. 1970, Reg. 832, App. C, Sched. 3, *revised*.

**Schedule 4**

DUNDAS AND RUSSELL MANAGEMENT AREA

The counties of Dundas and Russell and the Township of Cumberland in The Regional Municipality of Ottawa-Carleton. R.R.O. 1970, Reg. 832, App. C, Sched. 4.

**Schedule 5**

ELGIN AND MIDDLESEX MANAGEMENT AREA

The counties of Elgin and Middlesex. R.R.O. 1970, Reg. 832, App. C, Sched. 5.

**Schedule 6**

HALTON MANAGEMENT AREA

The Regional Municipality of Halton. R.R.O. 1970, Reg. 832, App. C, Sched. 6, *revised*.

**Schedule 7**

HURON MANAGEMENT AREA

The County of Huron. R.R.O. 1970, Reg. 832, App. C, Sched. 7.

**Schedule 8**

LEEDS AND GRENVILLE MANAGEMENT AREA

The United Counties of Leeds and Grenville. R.R.O. 1970, Reg. 832, App. C, Sched. 8.

**Schedule 9**

NORTHUMBERLAND AND DURHAM MANAGEMENT AREA

The County of Northumberland and The Regional Municipality of Durham, except the former County of Ontario. R.R.O. 1970, Reg. 832, App. C, Sched. 9, *revised*.

**Schedule 10**

POWASSAN MANAGEMENT AREA

The geographic townships of Boulter and Chisholm, that part of the geographic Township of Ballantyne lying west of the centre line of the allowance for road between lots 20 and 21 and that part of the geographic Township of Paxton lying west of the centre line of the allowance for road between lots 15 and 16 in the Territorial District of Nipissing;

and the geographic townships of Chapman, Ferrie, Gurd, Hardy, Joly, Laurier, Lount, Machar, McConkey, Mills, Nipissing, North Himsworth, Patterson, Pringle, South Himsworth, Strong and Wilson in the Territorial District of Parry Sound. R.R.O. 1970, Reg. 832, App. C, Sched. 10.

### Schedule 11

TWEED MANAGEMENT AREA

The townships of Bedford, Hinchinbrooke, Kennebec, Olden and Oso in the County of Frontenac; the townships of Hungerford, Huntingdon and Madoc, that part of the Township of Elzevir and Grimsthorpe that was formerly the Township of Elzevir and that part of the Township of Marmora and Lake that was formerly the Township of Marmora in the County of Hastings; and the Township of Sheffield and that part of the Township of Kaladar, Anglesea and Effingham that was formerly the Township of Kaladar in the County of Lennox and Addington. R.R.O. 1970, Reg. 832, App. C, Sched. 11.

### Schedule 12

WELLINGTON MANAGEMENT AREA

The County of Wellington. R.R.O. 1970, Reg. 832, App. C, Sched. 12.

## Appendix D

### Schedule 1

BRANT AND WENTWORTH MANAGEMENT AREA

The County of Brant and The Regional Municipality of Hamilton-Wentworth. R.R.O. 1970, Reg. 832, App. D, Sched. 1, *revised*.

### Schedule 2

DACRE AND BANCROFT MANAGEMENT AREA

The townships of Barrie, Clarendon and Miller and Palmerston and North and South Canonto in the County of Frontenac; the townships of Bangor, Wicklow and McClure, Carlow, Dungannon, Faraday, Herschel, Limerick, Mayo, Monteagle, Tudor and Cashel and Wollaston, that part of the Township of Elzevir and Grimsthorpe that was formerly the Township of Grimsthorpe and that part of the Township of Marmora and Lake that was formerly the Township of Lake in the County of Hastings; and the Township of Denbigh, Abinger and Ashby and those parts of the Township of Kaladar, Anglesea and Effingham that were formerly the townships of Anglesea and Effingham in the County of Lennox and Addington. R.R.O. 1970, Reg. 832, App. D, Sched. 2.

### Schedule 3

ESSEX, KENT AND LAMBTON MANAGEMENT AREA

The counties of Essex, Kent and Lambton. R.R.O. 1970, Reg. 832, App. D, Sched. 3.

### Schedule 4

GEORGIAN BAY AND PARRY SOUND MANAGEMENT AREA

The geographic townships of Freeman and Gibson in the Territorial District of Muskoka, and the geographic townships of Blair, Brown, Burpee, Burton, Carling, Christie, Conger, Cowper, Croft, Ferguson, Foley, Hagerman, Harrison, Henvey, McDougall, McKellar, McKenzie, Monteith, Mowatt, Shawanaga, Spence and Wallbridge in the Territorial District of Parry Sound. R.R.O. 1970, Reg. 832, App. D, Sched. 4.

### Schedule 5

HALIBURTON AND VICTORIA MANAGEMENT AREA

The townships of Anson, Hindon and Minden, Cardiff, Dysart, Bruton, Clyde, Dudley, Eyre, Guilford, Harburn, Harcourt and Havelock, Glamorgan, Lutterworth, Monmouth, Snowdon and Stanhope and that part of the Township of Sherborne, McClintock, Livingstone, Lawrence and Nightingale that was formerly the Township of Sherborne in the Provisional County of Haliburton; and the County of Victoria. R.R.O. 1970, Reg. 832, App. D, Sched. 5.

### Schedule 6

NAPANEE MANAGEMENT AREA

The townships of Howe Island, Kingston, Loughborough, Pittsburgh, Portland, Storrington and Wolfe Island (including Garden Island, Simcoe Island, Horse Shoe Island and Mud Island) in the County of Frontenac; the townships of Rawdon, Sidney, Thurlow and Tyendinaga in the County of Hastings; the townships of Adolphustown, Amherst Island, Camden, Ernestown, North Fredericksburgh, Richmond and South Fredericksburgh in the County of Lennox and Addington; and the County of Prince Edward. R.R.O. 1970, Reg. 832, App. D, Sched. 6.

### Schedule 7

ONTARIO AND YORK MANAGEMENT AREA

The Regional Municipality of Durham, except the former County of Durham, The Regional Municipality of York and The Municipality of Metropolitan Toronto. R.R.O. 1970, Reg. 832, App. D, Sched. 7, *revised*.

### Schedule 8

OXFORD AND PERTH MANAGEMENT AREA

The counties of Oxford and Perth. R.R.O. 1970, Reg. 832, App. D, Sched. 8.

## Appendix E

### Schedule 1

NICKEL BASIN NORTH MANAGEMENT AREA

The geographic townships of Bowell, Cascaden, Dowling, Fairbank, Levack, Morgan, Norman, Trill and Wisner and that part of the geographic townships of Hanmer and Lumsden lying north of the Vermilion River in the Territorial District of Sudbury. R.R.O. 1970, Reg. 832, App. E, Sched. 1.

### Schedule 2

NICKEL BASIN SOUTH MANAGEMENT AREA

The geographic townships of Balfour, Blezard, Broder, Capreol, Cleland, Creighton, Denison, Dill, Drury, Dryden, Falconbridge, Garson, Graham, Lorne, Louise, Maclennan, Neelon, Rayside, Secord, Snider, and Waters, that part of the geographic townships of Lumsden and Hanmer lying south of the Vermilion River, all that part of the geographic Township of Burwash except lots 7 to 12, in concessions I and II and that part of the City of Sudbury composed of the former geographic Township of McKim in the Territorial District of Sudbury. R.R.O. 1970, Reg. 832, App. E, Sched. 2; O. Reg. 378/71, s. 1 (1).

### Schedule 3

CORBEIL MANAGEMENT AREA

The geographic townships of Bonfield, Calvin, East Ferris, Lauder, Papineau, West Ferris and Widdifield in the Territorial District of Nipissing. R.R.O. 1970, Reg. 832, App. E, Sched. 3.

### Schedule 4

EARLTON MANAGEMENT AREA

The geographic townships of Armstrong, Beauchamp, Brethour, Bryce, Chamberlain, Casey, Dack, Dymond, Eby, Evanturel, Harley, Harris, Henwood, Hilliard, Hudson, Ingram, Kerns, Marter, Marquis, Otto, Pacaud, Robillard and Savard, that part of the geographic Township of Barber lying east of the Montreal River, that part of the geographic Township of Cane composed of concessions IV, V and VI, that part of the geographic Township of Pense composed of concessions I and II and that part of the geographic Township of Sharpe lying east of Kushog Lake, Kinogami Lake and Robillard Lake forming part of the Englehart River in the Territorial District of Timiskaming. R.R.O. 1970, Reg. 832, App. E, Sched. 4.

### Schedule 5

FREDERICKHOUSE MANAGEMENT AREA

The geographic townships of Blount, Brower, Calder, Calvert, Clute, Fournier, Fox, Glackmeyer, Kennedy, Lamarche, Leitch and McCart, that part of the geographic Township of Haggart composed of lots 1 to 3, in concessions VI and VII, lots 1 to 7, and lots 14 to 28, in Concession VIII, lots 1 to 7, both inclusive, and lots 13 to 28, in Concession IX and lots 13 to 28, in Concession X and lots 18 to 28, in Concession XI and that part of the geographic Township of Kendrey composed of lots 19 to 28, in concessions V to X, in the Territorial District of Cochrane. R.R.O. 1970, Reg. 832, App. E, Sched. 5.

### Schedule 6

FORT FRANCES MANAGEMENT AREA

The geographic townships of Atwood, Aylsworth, Barwick, Blue, Burriss, Carpenter, Crozier, Curran, Dance, Devlin, Dewart, Dilke, Dobie, Fleming, Kingsford, Lash, Mather, McCrosson, McIrvine, Miscampbell, Morley, Morley Additional, Morson, Nelles, Pattulo, Potts, Pratt, Richardson, Roddick, Roseberry, Shenston, Sifton, Spohn, Sutherland, Tait, Tovell, Woodyatt and Worthington and a parcel of land lying west of the geographic Township of Blue known as Wild Land Reserve in the Territorial District of Rainy River. R.R.O. 1970, Reg. 832, App. E, Sched. 6.

### Schedule 7

GARDEN RIVER MANAGEMENT AREA

The geographic townships of Aberdeen, Aberdeen Additional, Aweres, Dennis, Deroche, Fenwick, Havilland, Hilton, Jocelyn, Johnson, Kars, Korah, Laird, Ley, Macdonald, Meridith, Parke, Pennefather, Plummer, Prince, St. Joseph, Tarbutt, Tarbutt Additional, Tarentorus and VanKoughnet and Garden Indian Reserve in the Territorial District of Algoma. R.R.O. 1970, Reg. 832, App. E, Sched. 7.

### Schedule 8

HAGAR MANAGEMENT AREA

The geographic townships of Allen, Appleby, Awrey, Bigwood, Cherriman, Cosby, Cox, Delamere, Hagar, Hawley, Hendrie, Hoskin, Jennings, Loughrin, Mason, Scollard and Street and that part of the geographic Township of Servos composed of lots 1 to 6, in concessions IV, V and VI in the Territorial District of Sudbury. R.R.O. 1970, Reg. 832, App. E, Sched. 8.

## Schedule 9

HAILEYBURY MANAGEMENT AREA

In the territorial districts of Nipissing and Timiskaming and more particularly described as follows: Beginning at the intersection of the production easterly of the southerly boundary of the geographic Township of South Lorrain in the Territorial District of Timiskaming with the easterly boundary of the Province of Ontario; thence westerly along that production and the southerly boundary of that geographic township to the southwesterly corner of that geographic township; thence northerly along the westerly boundary of that geographic township to a point distant 10.70 chains measured southerly along that boundary from the northwesterly corner of that geographic township; thence south 48 degrees 15 minutes west 387 chains to a point in the Territorial District of Nipissing; thence south 56 degrees 07 minutes west 116 chains; thence north 32 degrees 20 minutes west to the intersection with the westerly limit of that part of the King's Highway known as No. 11; thence in a general northerly direction following the westerly limit of that highway in the Territorial District of Nipissing and the westerly limit of that highway in the Territorial District of Timiskaming to the intersection with the high-water mark of Bay Lake; thence in a general southerly, northwesterly, southwesterly and northwesterly direction following the high-water mark on the westerly shore of that lake to the intersection with the limit between concessions I and II in the geographic Township of Coleman; thence westerly along that limit to the westerly boundary of that geographic township; thence northwesterly along the southwesterly boundary of that geographic township to the high-water mark of Kitt Lake; thence in a general northerly direction following that high-water mark to the northwesterly boundary of that geographic township; thence northeasterly along the northwesterly boundary of that geographic township to the intersection with the high-water mark on the westerly shore of Bay Lake; thence in a general northwesterly direction along that high-water mark and the high-water mark on the westerly shore of the Montreal River to the northerly boundary of the geographic Township of Klock; thence easterly along the production westerly of the northerly boundary of the geographic Township of Barr and the northerly boundaries of the geographic townships of Barr, Firstbrook and Bucke to the high-water mark on the southwesterly shore of Lake Timiskaming; thence in a general southeasterly direction following that high-water mark to the limit between concessions IV and V in the goegraphic Township of Bucke; thence easterly along the production easterly of that limit to the intersection with the easterly boundary of the Province of Ontario; thence in a general southeasterly direction following that boundary to the intersection with the production easterly of the southerly limit of the geographic Township of South Lorrain, being the place of beginning. R.R.O. 1970, Reg. 832, App. E, Sched. 9.

## Schedule 10

LACLU MANAGEMENT AREA

The geographic townships of Boys, Broderick, Ewart, Forgie, Gidley, Glass, Gundy, Haycock, Jaffray, Malachi, Melick, Pelican, Pellatt, Pettypiece, Redditt and Umbach in the Territorial District of Kenora. R.R.O. 1970, Reg. 832, App. E, Sched. 10.

## Schedule 11

LAKEHEAD MANAGEMENT AREA

The geographic townships of Blake, Conmee, Crooks, Forbes, Gillies, Gorham, Jacques, Lybster, MacGregor, Marks, McTavish, O'Connor, Oliver, Paipoonge, Pardee, Pearson, Scoble, Sibley, Stirling, Strange and Ware, that part of the geographic Township of Dorion composed of concessions 1 to 6, both inclusive, that part of the geographic Township of Lyon lying northwesterly of the westerly limit of the right-of-way of the Canadian National Railways, that part of the geographic Township of McIntyre now forming part of the City of Thunder Bay lying west of a line described as follows: Beginning at the northwesterly corner of Lot 15 in Concession V in the geographic Township of Neebing; thence northerly in a straight line to the southwesterly corner of Mining Location E in the geographic Township of McIntyre; thence northerly along the westerly limit of Mining Location E and H to the northwesterly corner of the said Mining Location H; thence north astronomically to the northerly limit of Mining Location O; thence easterly along the northerly limit of Mining Location O to the southwesterly corner of Mining Location P; thence northerly along the westerly limit of Mining Location P and its northerly production to the southerly limit of Mining Block Number 24; thence westerly along that southerly limit to the southwesterly corner thereof; thence northerly along the westerly limit of Mining Block Number 24 to the northwesterly corner thereof; thence easterly along the northerly limit of Mining Block Numbers 24, 23, 22 and 21 to the easterly limit of Section 23; thence northerly along the easterly limit of Sections 23 and 17 to the southwesterly corner of Section 5; thence easterly along the southerly limit of Sections 5 and 4 to the southeasterly corner of the said Section 4; and thence northerly along the easterly limit of the said Section 4 to the northerly boundary of the geographic Township of McIntyre where the aforesaid line has its ending, that part of the geographic Township of Nipigon lying westerly to the westerly limit of the right-of-way of the Canadian National Railways, the Dawson Road Lots surveyed by E. D. Bolton, Ontario Land Surveyor, in 1913 and Indian Reserve No. 52 in the Territorial District of Thunder Bay. O. Reg. 455/71, s. 1.

### Schedule 12

MANITOULIN MANAGEMENT AREA

The geographic townships of Allan, Assiginack, Barrie Island, Bidwell, Billings, Burpee, Campbell, Carnarvon, Cockburn Island, Dawson, Gordon, Howland, Mills Robinson, Sandfield, Sheguiandah and Tehkummah in the Territorial District of Manitoulin. R.R.O. 1970, Reg. 832, App. E, Sched. 12.

### Schedule 13

MATHESON MANAGEMENT AREA

The geographic townships of Benoit, Bowman, Carr, Hislop, Playfair, Stock and Taylor, that part of the geographic Township of Walker lying west of the Black River, that part of the geographic townships of Bond and Currie composed of concessions IV, V and VI and that part of the geographic Township of Beatty composed of lots 6 to 13, in concessions I to VI, in the Territorial District of Cochrane. R.R.O. 1970, Reg. 832, App. E, Sched. 13, *revised*.

### Schedule 14

MATTAWISHKWIA MANAGEMENT AREA

The geographic townships of Stoddard and Studholme in the Territorial District of Cochrane. O. Reg. 378/71, s. 1 (2).

### Schedule 15

MISSISSAGI MANAGEMENT AREA

The geographic townships of Bright, Cobden, Esten, Gladstone, Grasett, Lewis, Long, Mack, McGiverin, Montgomery, Parkinson, Patton, Proctor, Scarfe, Spragge, Striker and Thompson and Serpent River Indian Reserve in the Territorial District of Algoma. R.R.O. 1970, Reg. 832, App. E, Sched. 15.

### Schedule 16

MOONBEAM MANAGEMENT AREA

The geographic townships of Casgrain, Devitt, Eilber, Hanlan, Idington, Kendall, Lowther, McCrea, Nansen, Shackleton and Williamson, the geographic Township of Fauquier except lots 19 to 29, in concessions XI and XII, the geographic Township of Machin except lots 1 to 12, in concessions II and III and all of the lots in concessions IV to XII, lying east of the Groundhog River, the geographic Township of O'Brien except lots 1 to 9, in Concession XIII, lots 1 to 10, in concessions XIV, XV and XVI, lots 1 to 20, and lots 26 to 29, in concessions XVII and XVIII, lots 1 to 29, in concessions I to V, lots 1 to 9, and lots 28 and 29 in Concession VI and the geographic Township of Owens except lots 1 to 29, in concessions I to VIII, and lots 13 to 29, in Concession IX in the Territorial District of Cochrane. R.R.O. 1970, Reg. 832, App. E, Sched. 16; O. Reg. 378/71, s. 1 (3).

### Schedule 17

PORCUPINE MANAGEMENT AREA

The geographic townships of Clergue, Dundonald, German, Matheson, Mountjoy, Shaw, Tisdale and Whitney in the Territorial District of Cochrane. R.R.O. 1970, Reg. 832, App. E, Sched. 17.

### Schedule 18

SIOUX NARROWS MANAGEMENT AREA

The geographic townships of McGeorge, Phillips, Tweedsmuir and Willingdon in the Territorial District of Kenora. R.R.O. 1970, Reg. 832, App. E, Sched. 18.

### Schedule 19

STURGEON FALLS MANAGEMENT AREA

The geographic townships of Badgerow, Bastedo, Beaucage, Bertram, Caldwell, Commanda, Crerar, Falconer, Field, Gibbons, Hugel, Kirkpatrick, Latchford, Loudon, Macpherson, Pedley and Springer in the Territorial District of Nipissing, and the geographic townships of Casimir, Dunnet, Haddo, Henry, Martland and Ratter in the Territorial District of Sudbury. R.R.O. 1970, Reg. 832, App. E, Sched. 19.

### Schedule 20

THESSALON MANAGEMENT AREA

The geographic townships of Bridgland, Bright Additional, Day, Galbraith, Gould, Haughton, Kirkwood, Lefroy, Plummer Additional, Rose, Thessalon and Wells in the Territorial District of Algoma. R.R.O. 1970, Reg. 832, App. E, Sched. 20.

### Schedule 21

WABIGOON MANAGEMENT AREA

The geographic townships of Aubrey, Britton, Colenso, Docker, Eton, Hartman, Ladysmith, Langton, Melgund, Mutrie, Redvers, Revell, Rowell,

Rugby, Sanford, Smellie, Southworth, Temple, Van Horne, Wabigoon, Wainwright and Zealand in the Territorial District of Kenora. R.R.O. 1970, Reg. 832, App. E, Sched. 21.

**Schedule 22**

WEBBWOOD MANAGEMENT AREA

The geographic Township of Shedden in the Territorial District of Algoma, the geographic townships of Baldwin, Curtin, Foster, Gough, Hallam, Harrow, May, McKinnon, Merritt, Mongowin, Nairn, Roosevelt, Salter, Shakespeare, Truman and Victoria in the Territorial District of Sudbury, and that part of the geographic Township of Killarney in the Territorial District of Manitoulin lying westerly of the southerly production of the boundary between the geographic townships of Roosevelt and Stalin in the Territorial District of Sudbury. R.R.O. 1970, Reg. 832, App. E, Sched. 22; O. Reg. 378/71, s. 1 (4).

# REGULATION 949

under the Wool Marketing Act

## LICENCE FEES

**1.**—(1) Wool purchased by a person who purchases less than one hundred pounds of wool per annum is exempt from this Regulation and a person selling such wool is exempt from this Regulation in respect of such wool.

(2) Pulled wool from sheep slaughtered for meat purposes is exempt from this Regulation and a person selling such wool is exempt from this Regulation in respect of such wool. O. Reg. 841/75, s. 1.

**2.** A licence to sell wool shall be in Form 1. O. Reg. 841/75, s. 2.

**3.** The licence fees payable respecting a licence in Form 1 shall be 3 cents per pound for each pound of wool sold. O. Reg. 841/75, s. 3.

**4.** Subject to section 5, the holder of a licence in Form 1 shall pay the licence fees referred to in section 3 to the Association. O. Reg. 841/75, s. 4.

**5.** Every buyer shall deduct, from the moneys payable to the seller, in respect of any wool, the licence fees payable by the seller to the Association respecting the wool. O. Reg. 841/75, s. 5.

**6.** On January 15, April 15, July 15 and October 15 every wool buyer shall forward to the Association all licence fees deducted by him during the three month period ending on the last day of the preceding month. O. Reg. 841/75, s. 6.

**7.** The Association may recover licence fees owing to the Association by suit in a court of competent jurisdiction. O. Reg. 841/75, s. 7.

**8.**—(1) An application for a refund of licence fees shall,

(*a*) be in writing;

(*b*) be addressed to the Association at its usual place of business;

(*c*) be made within six months of the date of the sale of wool; and

(*d*) include a statement in writing issued by the person who deducted the licence fees indicating the amount of licence fees deducted by him and forwarded to the Association on behalf of the applicant.

(2) Where an applicant has complied with subsection (1), the Association shall, within ninety days after receipt of the application, refund the licence fees paid by or on behalf of the applicant and for which application for refund was made. O. Reg. 841/75, s. 8.

**Form 1**

*Wool Marketing Act*

LICENCE TO SELL WOOL

Under the *Wool Marketing Act* and the regulations, and subject to the limitations thereof,

this licence is issued to.....
(name)

of.....
(address)

to sell wool.

Dated at ....., this ..... day

of....., 19....

ONTARIO SHEEP ASSOCIATION:

.....
(*President*)

.....
(*Secretary*)

O. Reg. 841/75, Form 1.

# REGULATION 950

under the Workmen's Compensation Act

## FIRST-AID REQUIREMENTS

**1.**—(1) A first-aid station shall contain,

(*a*) a first-aid box containing the items required by this Regulation; and

(*b*) a notice board displaying,

(i) the Board's poster known as Form 82,

(ii) the valid first-aid certificates of qualification of the trained employees on duty, and

(iii) an inspection card with spaces for recording the date of the most recent inspection of the first-aid box and the signature of the person making the inspection.

(2) A first-aid station shall be in the charge of an employee who works in the immediate vicinity of the first-aid station and who is qualified in first-aid to the standards required by this Regulation.

(3) First-aid stations shall be so located as to be easily accessible for the prompt treatment of any employee at all times when work is in progress. O. Reg. 6/71, s. 1.

**2.**—(1) A first-aid box shall contain as a minimum the first-aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.

(2) The box shall be large enough so that each item is in plain view and easily accessible. O. Reg. 6/71, s. 2.

**3.** Every employer shall at all times keep posted in other conspicuous places in the place of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first-aid treatment. O. Reg. 6/71, s. 3.

**4.** The expense of furnishing and maintaining first-aid appliances and services shall be borne by the employer. O. Reg. 6/71, s. 4.

**5.** Every employer shall keep a record of all circumstances respecting an accident as described by the injured employee, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the employee and the date, time and nature of each first-aid treatment given. O. Reg. 6/71, s. 5.

**6.** Employers shall inspect first-aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection. O. Reg. 6/71, s. 6.

**7.** The Board or its appointees may make inspections of first-aid stations, appliances, services and records. O. Reg. 6/71, s. 7.

### FIRST-AID REQUIREMENTS

**8.**—(1) Every employer employing not more than five employees in any one shift at a place of employment shall provide and maintain at the place of employment a first-aid station with a first-aid box containing as a minimum,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) 1 card of safety pins; and

(*c*) dressings consisting of,

(i) 12 adhesive dressings individually wrapped,

(ii) 4 sterile gauze pads, 3 inches square,

(iii) 2 rolls of gauze bandage, 2 inches wide,

(iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and

(v) 1 triangular bandage.

(2) The employer shall ensure that the first-aid station is at all times in the charge of an employee who,

(*a*) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and

(*b*) works in the immediate vicinity of the station. O. Reg. 6/71, s. 8.

**9.**—(1) Every employer employing more than five employees and not more than fifteen employees in any one shift at a place of employment shall provide and maintain a first-aid station with a first-aid box containing as a minimum,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) 1 card of safety pins; and

(*c*) dressings consisting of,

(i) 24 adhesive dressings individually wrapped,

(ii) 12 sterile gauze pads, 3 inches square,

(iii) 4 rolls of 2-inch gauze bandage,

(iv) 4 rolls of 4-inch gauze bandage,

(v) 4 sterile surgical pads suitable for pressure dressing individually wrapped,

(vi) 6 triangular bandages,

(vii) 2 rolls of splint padding, and

(viii) 1 roll-up splint.

(2) The employer shall ensure that the first-aid station is at all times in the charge of an employee who,

(*a*) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and

(*b*) works in the immediate vicinity of the box. O. Reg. 6/71, s. 9.

**10.**—(1) Every employer employing more than fifteen and less than 200 employees in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first-aid station with a first-aid box containing as a minimum,

(*a*) a current edition of a Standard St. John Ambulance First Aid Manual;

(*b*) 24 safety pins;

(*c*) 1 basin, preferably stainless steel; and

(*d*) dressings consisting of,

(i) 48 adhesive dressings, individually wrapped,

(ii) 2 rolls of adhesive tape, 1 inch wide,

(iii) 12 rolls of 1-inch gauze bandage,

(iv) 48 sterile gauze pads, 3 inches square,

(v) 8 rolls of 2-inch gauze bandage,

(vi) 8 rolls of 4-inch gauze bandage,

(vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,

(viii) 12 triangular bandages,

(ix) splints of assorted sizes, and

(x) 2 rolls of splint padding.

(2) The employer shall ensure that the first-aid station is at all times in the charge of an employee who,

(*a*) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and

(*b*) works in the immediate vicinity of the box. O. Reg. 6/71, s. 10.

FIRST-AID ROOM

**11.**—(1) Every employer employing 200 or more employees in any one shift at a place of employment shall provide and maintain a first-aid room equipped with,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) instruments consisting of,

(i) dressing scissors,

(ii) dressing forceps,

(iii) safety pins,

(iv) graduated medicine glass,

(v) tongue depressors, and

(vi) applicators, cotton tipped;

(*c*) denatured ethyl alcohol;

(*d*) dressings consisting of,

(i) adhesive dressings, individually wrapped,

(ii) sterile gauze pads of assorted sizes, individually wrapped,

(iii) gauze bandages of assorted sizes,

(iv) adhesive plaster,

(v) absorbent cotton,

(vi) triangular bandages,

(vii) splints of assorted sizes, and

(viii) splint padding; and

(*e*) furnishings consisting of,

(i) hot and cold running water,

(ii) 3 washbasins, preferably stainless steel,

(iii) 1 instrument sterilizer,

(iv) 1 cabinet for surgical dressings,

(v) 1 enamel foot bath,

(vi) 1 sanitary disposal receptacle with lid,

(vii) 1 first-aid box containing as a minimum the items required by subsection 9 (1), for use by the attendant at the scene of an accident before the patient is moved to the first-aid room or general hospital,

(viii) 1 couch curtained off or in a separate cubicle,

(ix) 1 stretcher, and

(x) 2 blankets.

(2) The employer shall ensure that the first-aid room is in the charge of,

(*a*) a registered nurse; or

(*b*) an employee who,

(i) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,

(ii) works in the immediate vicinity of the first-aid room, and

(iii) does not perform other work of a nature that is likely to affect adversely his ability to administer first-aid.

(3) The certificate referred to in subclause (2) (*b*) (i) shall be prominently displayed in the first-aid room. O. Reg. 6/71, s. 11.

**12.** Where the first-aid station referred to in section 9 or 10 or the first-aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any employee, an additional first-aid station or stations shall be established to comply with subsection 1 (3). O. Reg. 6/71, s. 12.

TRANSPORTATION, CONSTRUCTION, FARM AND BUSH SITES

**13.** For the purposes of sections 8, 9, 10 and 11,

(*a*) a railway train, vessel or bus on a route, other than an urban or suburban route, on which an employee is employed;

(*b*) the central point from which bush workers are dispatched daily to work sites;

(*c*) a vehicle being used by an employer to transport employees; or

(*d*) the site of the construction, repair or demolition of a building,

shall be deemed to be a place of employment. O. Reg. 6/71, s. 13.

**14.**—(1) Where the place of employment is the site of construction, repair or demolition of a building, a first-aid station shall be maintained in the time office for the project.

(2) Where there is no time office for the project, a first-aid station shall be maintained in a vehicle or building at the site and the provisions of section 1 shall apply. O. Reg. 6/71 s. 14.

**15.** Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first-aid station or stations required by this Regulation in respect of the employees in the same manner as if he were the employer of the employees. O. Reg. 6/71, s. 15.

**16.**—(1) Every employer of bush workers or farm workers, or both, shall provide at a central location a first-aid box containing,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) 1 card of safety pins;

(*c*) dressings consisting of,

(i) 16 adhesive dressings, individually wrapped,

(ii) 6 sterile gauze pads, 3 inches square,

(iii) 4 rolls of 3-inch gauze bandage,

(iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and

(v) 4 triangular bandages.

(2) Every employer using a vehicle to transport employees shall equip the vehicle with a first-aid box containing,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) 1 card of safety pins;

(*c*) dressings consisting of,

(i) 16 adhesive dressings, individually wrapped,

(ii) 6 sterile gauze pads, 3 inches square,

(iii) 4 rolls of 3-inch gauze bandage,

(iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and

(v) 4 triangular bandages.

(3) The employer of employees engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first-aid kit containing,

(*a*) a current edition of a standard St. John Ambulance First Aid Manual;

(*b*) dressings consisting of,

(i) 12 adhesive dressings, individually wrapped,

(ii) 1 four-inch bandage compress,

(iii) 2 two-inch bandage compresses, and

(iv) 1 triangular bandage.

(4) Where an employee is operating heavy construction and maintenance equipment in a place where a first-aid station is not readily available to him in the event of an accident, his employer shall equip the machinery with a first-aid kit containing the items required in subsection (3).

(5) A bus operated on a route other than an urban route shall be equipped with a first-aid kit containing the items required in subsection (3).

(6) Motive power units of all railways other than units used in yard service shall be equipped with a first-aid box equipped with the items required in subsection (2). O. Reg. 6/71, s. 16.

# REGULATION 951

under the Workmen's Compensation Act

## GENERAL

### INTERPRETATION

**1.** In this Regulation,

(*a*) "farm" means premises the whole or part of which are used for agricultural purposes and, without limiting the generality of the foregoing, includes premises used for,

(i) the production of plants for the purpose of the sale of such plants, or any part thereof, and

(ii) the production, including breeding, rearing or fattening of animals for the purpose of the sale of such animals, or any part thereof, or for the purpose of racing or exhibiting such animals;

(*b*) "office building" means a building used or occupied, wholly or partly, for office purposes;

(*c*) "restaurant" means a cafe, cafeteria, dining room, tea room or coffee room or any place where meals or refreshments are served on order to the public. R.R.O. 1970, Reg. 834, s. 1.

### INDUSTRIES EXCLUDED FROM PART I OF THE ACT

**2.** The following industries are excluded from the operation of Part I of the Act:

1. Barbering and shoe-shining establishments.
2. Educational work, veterinary work and dentistry.
3. Funeral directing and embalming.
4. The business of a photographer.
5. Taxidermy. R.R.O. 1970, Reg. 834, s. 2.

### TORONTO FIRE DEPARTMENT EXCLUDED

**3.** Part I of the Act does not apply to the permanent employees of the Fire Department of the City of Toronto who are under The Toronto Fire Department Superannuation and Benefit Fund. R.R.O. 1970, Reg. 834, s. 3.

**4.** Subject to section 8,

(*a*) anything not itself done by the employer as a business or trade or for profit or gain if, but for this section, it would be an industry included in Schedule 1, is excluded from the operation of Part I of the Act, except where it is done as a part of, or process in or incidentally to or for or for the purpose of an industry in Schedule 1; and

(*b*) where anything not itself done by the employer as a business or trade or for profit or gain is done as a part of, or process in or incidentally to or for or for the purpose of an industry in Schedule 1, it is included in the class in Schedule 1 in which the last-mentioned industry is included. R.R.O. 1970, Reg. 834, s. 4.

### INDUSTRY REGARDED AS A UNIT

**5.**—(1) For the purpose of determining and fixing the percentage, rate or sum to be assessed and levied upon employers, an industry, including its various operations, shall be regarded as a unit.

(2) The several operations in an industry shall not be segregated and shall not be given a separate rate of assessment, except that,

(*a*) where operations in each of two or more subclasses or groups of industries are so intermingled as to make difficult the apportionment of the cost of accidents happening in the operations to the appropriate subclasses or groups, the operations shall be rated and assessed separately, but the amounts received shall be allocated to the class, subclass or group of industries to which the preponderant part of the industry belongs;

(*b*) where an employer carries on operations in each of two or more classes, subclasses or groups of industries, each operation being carried on as a business or trade or for profit or gain and there is a definite segregation of payrolls, each operation may be dealt with as an industry and may be separately rated and assigned to the class, subclass or group to which that industry would ordinarily belong;

(*c*) where an employer has operations bearing different rates of assessments and general

operations or payrolls that are common to all, for purposes of assessment the payroll for the general operations shall be apportioned *pro rata* at the different rates;

(*d*) building-construction work, excluding ordinary wear and tear repair work, ordinarily done by employers in Class 24, where the yearly payroll exceeds $1,000, shall be segregated and separately rated;

(*e*) logging ordinarily done by employers in Class 1, logging done by employers in the industry of farming in Class 27, and tree trimming or tree surgery done by landscaping firms in Class 24, where the yearly payroll exceeds $1,000, shall be segregated and separately rated;

(*f*) field activity of architects, engineers or geologists, where the yearly payroll exceeds $1,000, shall be segregated and separately rated at the rate for the project concerned; and

(*g*) a store operated in conjunction with a general lumber or builders' supplies business and open to the general public, where the yearly payroll exceeds $1,000, shall be segregated and separately rated.

(3) Where distinctly separate plants or establishments are operated in the same industry, the employer may transmit to the Board separate payrolls, and in that case the payrolls shall bear the rate of assessment chargeable to the industry.

(4) Where an associated employer performs any service which normally would be an integral part of an industry or business named in Part I of the Act, the associated employer shall be classified and rated the same as the industry for which the service is performed and where more than one rate of assessment is involved, the payroll for the associated employer shall be apportioned *pro rata* at the different appropriate rates. R.R.O. 1970, Reg. 834, s. 6.

6.—(1) The increase of assessment that the Board may levy under subsection 91 (7) of the Act shall be levied where an employer within an individual rating classification,

(*a*) has incurred in two of the last three complete years of operation a deficit accident cost experience, including his proper share of administration, safety and other expenses;

(*b*) has incurred a lifetime deficit accident cost experience, including his proper share of administration, safety and other expenses; and

(*c*) has incurred during two of the last three complete years of operation a frequency rate of compensable accidents at least 25 per cent higher than the average rate in the industry in which he is classified.

(2) The actual payroll for the last complete year of operation under review shall be the basis for any additional assessment to be levied under subsection (1).

(3) The first increase in assessment under subsection (1) shall be 100 per cent of the assessment based on the individual rating classification of the employer.

(4) The amount of increase on any subsequent increase in assessment under subsection (1) shall be in the discretion of the Board. R.R.O. 1970, Reg. 834, s. 7.

OPERATIONS CARRIED ON PARTLY AS A BUSINESS

7. The payroll of employees engaged in operations carried on partly as an industry under Schedule 1 and partly as an industry not under Schedule 1 shall be rated and dealt with by the Board as if all the operations were under Schedule 1. R.R.O. 1970, Reg. 834, s. 8.

SPECULATIVE BUILDING

8. The construction of,

(*a*) a house or any part of it by an employer who, within three years before the commencement of the house, has completed or has had completed for him the building of another house; and

(*b*) any building or any part of it to sell or rent in whole or in part,

whether or not it is done or carried on as a business or trade for profit or gain and if not included in Schedule 2, is included in the class or classes of industries in Schedule 1 to which according to the nature of the work it should belong. R.R.O. 1970, Reg. 834, s. 9.

BANKRUPTCY, WINDING-UP PROCEEDINGS, ETC.

9. Continuation of an industry and reconstruction, alteration, repair, demolition, taking care of or making ready for sale the plant or property of an industry or business in Schedule 1 in bankruptcy, in winding-up proceedings or under receivership, are added to the class to which the industry belongs. R.R.O. 1970, Reg. 834, s. 10.

POSTING UP INFORMATION REGARDING ACT

10. Every employer in Schedule 1 or Schedule 2 shall post up and keep posted up in conspicuous places within easy access of his employees such card,

pamphlet or other information concerning the Act or this Regulation as is supplied to him by the Board. R.R.O. 1970, Reg. 834, s. 11.

INDUSTRIAL DISEASES

**11.** The diseases in Schedule 3 are declared to be industrial diseases and the diseases and the description of processes are added to Schedule 3. R.R.O. 1970, Reg. 834, s. 12.

**12.** The minimum assessment levied upon an employer under section 100 of the Act shall be not less than $25 for a calendar year or a portion thereof. O. Reg. 814/73, s. 2.

DEFAULT IN REPORTING OR FURNISHING PARTICULARS OF ANY ACCIDENT

**13.** The additional moneys that the Board may order the employer to pay under subsection 121 (3) of the Act shall be,

(*a*) where the injury arising out of the accident results in a claim for medical aid only, not less than $25 and not more than $250; and

(*b*) where the injury arising out of the accident results in a claim for compensation, not less than $50 and not more than $250. O. Reg. 695/75, s. 2.

**Schedule 1**

INDUSTRIES THE EMPLOYERS IN WHICH ARE LIABLE TO CONTRIBUTE TO THE ACCIDENT FUND

CLASS 1

1. i. Lumbering.

ii. Bark peeling.

iii. Booming.

iv. Cord-wood cutting.

v. Logging.

vi. Rafting.

vii. River driving.

viii. Woods operations, including,

A. construction and repair of dams, camps, buildings and roads;

B. hauling or loading logs on cars, trucks or vessels; and

C. catering by or in connection with the logging industry or its contractors.

2. i. Manufacturing,

A. basket bottoms;

B. cooperage stock;

C. headings;

D. staves;

E. spokes;

F. veneer;

G. veneer articles; and

H. plywood.

ii. Operating,

A. lath mills;

B. sawmills;

C. shingle mills; and

D. lumber yards in connection with sawmills.

iii. Rossing.

CLASS 2

1. i. Manufacturing,

A. corrugated-paper boxes and corrugated-paper cases;

B. fibre board; and

C. fibre-board boxes and fibre-board cases.

ii. Operating,

A. paper mills;

B. pulp mills; and

C. pulp mills and paper mills and pulp and paper mills.

CLASS 3

1. i. Manufacturing,

A. artificial limbs;

B. bed springs of wood;

C. canoes;

D. coffins;

E. cork articles;

F. cork carpets;

G. fixtures of wood;

H. furniture;

I. linoleum;

J. mattresses;

K. organs;

L. phonographs;

M. pianos;

N. piano actions or piano keys;

O. skiffs;

P. small boats; and

Q. wicker and rattan ware.

ii. Installing pipe organs.

iii. Picture framing.

iv. Upholstering.

CLASS 4

1. i. Manufacturing,

A. excelsior;

B. hardwood flooring; and

C. wooden packing cases or wooden boxes.

ii. Operating,

A. planing mills or moulding mills;

B. sash factories or door factories, and sash and door factories; and

C. lumber yards in connection with planing mills and sash factories or door factories, and sash and door factories.

2. i. Manufacturing,

A. baskets;

B. cheese boxes;

C. churns;

D. refrigerators, not included in Class 10;

E. spokes and hubs for wooden vehicles;

F. toys and novelties, not included in Class 10;

G. turned and shaped goods;

H. washing machines, not included in Class 10; and

I. wooden barrels or kegs.

ii. Pattern making.

3. i. Manufacturing,

A. brooms;

B. brushes;

C. carpet sweepers;

D. door screens;

E. dusters;

F. grilles;

G. hockey sticks;

H. lacrosse sticks;

I. ladders;

J. lead pencils;

K. matches;

L. mops;

M. musical instruments, not included in Class 10;

N. picture frames;

O. pressed-wood pulleys;

P. pumps, not included in Class 10;

Q. screens or window shades, not included in Class 10;

R. shade rollers;

S. skis;

T. sport racquets;

U. toboggans; and

V. venetian blinds made of wood, and other articles made of wood.

ii. Carpenter work, joiner work or cabinet work, in a shop.

iii. Hand carving.

CLASS 5

1. Mining.
2. Diamond drilling.
3. Reduction of ores.
4. Smelting of ores, not including iron.
5. Treatment of ores or minerals.
6. Shaft sinking in or for mines.
7. Cross cutting and drifting in or for mines.
8. Prospecting and development work.
9. Line cutting.
10. Mining consultants, mining engineers, mining geologists, mining geochemists, mining geophysicists.

CLASS 6

1. i. Operating sand pits, shale pits, clay pits or gravel pits.
   ii. Stone crushing.
   iii. Quarrying.
2. Manufacturing cement.
3. Manufacturing,
   i. brick;
   ii. fire proofing;
   iii. foundry facings;
   iv. porcelain;
   v. pottery;
   vi. roof tile;
   vii. sewer pipe;
   viii. terra-cotta; and
   ix. tile.
4. i. Manufacturing glass or glass products.
   ii. Glass cutting.
5. i. Operating marble-works.
   ii. Stone cutting and stone dressing.
   iii. Monument making.
6. i. Manufacturing,
   A. artificial brick and artificial stone;
   B. cement blocks or cement tile;
   C. peat fuel;
   D. plaster board, plaster blocks or plaster casts;
   E. slate; and
   F. stone paving blocks or artificial stone paving blocks.
   ii. Operating lime kilns.
   iii. Lime burning.
   iv. Milling of gypsum, lime, limestone or other stone.
   v. Manufacturing coal briquettes.

CLASS 7

1. i. Manufacturing heavy forgings.
   ii. Operating,
   A. rolling mills; and
   B. steel works.
   iii. Smelting of iron, with blast furnace.
2. Manufacturing,
   i. abrasives;
   ii. alundum;
   iii. artificial abrasives and artificial graphite;
   iv. carbon electrodes;
   v. carborundum;
   vi. ferro alloys; and
   vii. metal pipe and metal tube.

CLASS 8

1. i. Manufacturing,
   A. a babbitt metal;
   B. cast hot-water boilers and cast radiators;
   C. metal sanitary ware;
   D. metal water fixtures;

E. metal bedsteads, not included in Class 10;

F. pipe fittings; and

G. wrought iron pipe or wrought iron tubing.

ii. Operating,

A. foundries; and

B. lead works.

CLASS 9

1. Fabrication of structural,

i. iron;

ii. metal; and

iii. steel.

2. i. Ship building or ship repairing.

ii. Operation of dry docks.

CLASS 10

1. i. Manufacturing,

A. ammunition shells, without explosives;

B. carriage mountings;

C. chains;

D. cream separators;

E. cutlery;

F. electric apparatus, appliances or motors;

G. electric fixtures;

H. fire arms;

I. furnaces;

J. gas fixtures;

K. hardware;

L. light forgings;

M. machinery;

N. metal,

1. axles, springs or vehicle parts,

2. awnings,

3. doors,

4. instruments,

5. refrigerators,

6. screens,

7. toys,

8. utensils,

9. wares, and

10. window frames;

O. ranges;

P. sheet-metal wares or articles;

Q. sheet-metal enamelled wares or articles;

R. sporting goods;

S. steel bedsteads;

T. tools;

U. tin-ware articles;

V. washing machines; and

W. other metal articles.

ii. Operating,

A. blacksmith shops;

B. machine shops; and

C. metal-stamping works.

iii. Heat treating.

2. Manufacturing,

i. boilers;

ii. cranes;

iii. engines;

iv. freight or passenger elevators;

v. iron stairs;

vi. metal,

A. ceiling,

B. roofing,

C. shingles, and

D. siding;

vii. other metal sheets;

viii. ornamental iron for buildings or fences;

ix. safes; and

x. steel,

A. barrels,

B. drums, and

C. tanks.

3. i. Manufacturing,

A. bolts;

B. cables;

C. cold-drawn shafting;

D. lightning rods;

E. metal flag staffs;

F. nails;

G. nuts;

H. screws;

I. windmills; and

J. wires.

ii. Manufacturing,

A. screens; and

B. wire baskets, cages, cloth, fencing and other wire goods.

4. i. Manufacturing,

1. adding machines;

2. batteries, dry and storage;

3. buttons of metal, pearl, ivory or horn;

4. cameras;

5. cash registers;

6. celluloid articles;

7. clocks;

8. electric shavers;

9. gold, silver and plated ware;

10. incandescent lamps;

11. ivory articles;

12. jewellery;

13. machine needles;

14. musical instruments;

15. neon-tube lights;

16. optical goods;

17. phonograph records;

18. photographic finishing;

19. photographic supplies;

20. plaster statuary;

21. articles made from plastics;

22. radios and television sets, including servicing;

23. radio tubes;

24. rubber stamps or stencils;

25. scales;

26. sewing machines;

27. typewriters;

28. vacuum cleaners; and

29. watches and watch cases.

ii. Erecting wire fences.

iii. Operating a storage battery business.

iv. Operating dental laboratories.

v. Plating;

vi. Polishing and buffing.

vii. Vacuum metallizing.

viii. Galvanizing.

ix. Metal enamelling.

x. Tinning.

xi. Die-casting.

CLASS 11

1. Manufacturing,

i. agricultural implements;

ii. carriages;

iii. farm tractors;

iv. motor truck bodies;

v. sleighs;

vi. threshing machines; and

vii. vehicles, other than self-propelled vehicles.

2. Operation of the business of selling, renting, servicing or repairing of machinery, boats, outboard motors and equipment with its warehousing or distributing.

3. i. Manufacturing,

A. automobiles;

B. automobile bodies;

C. aeroplanes;

D. baby carriages;

E. bicycles;

F. locomotives;

G. motorcycles;

H. motor trucks;

I. toy wagons or toy sleighs; and

J. tricycles.

ii. Automobile slip-cover installation.

ii. Painting vehicles or vehicle parts.

iv. Automobile trimming or automobile painting.

v. Operating spray painting shops.

vi. Operating,

A. service stations;

B. garages; and

C. parking stations or parking lots.

vii. Salvaging automobile parts.

viii. New and used automobile-sales business.

ix. New and used trailer sales or rental business.

x. Operating auto rental agencies.

xi. Operating auto laundries.

xii. Operating automotive machine shops.

xiii. Auto and marine upholstering.

xiv. Steam-cleaning other than buildings.

4. i. Manufacturing gun carriages.

ii. Operating car shops.

CLASS 12

1. i. Manufacturing,

A. gasoline, petroleum and petroleum products; and

B. gasoline, petroleum and petroleum products, including transmission and distribution.

ii. Transmitting and distributing gasoline, petroleum and petroleum products.

iii. Operating oil wells.

2. i. Manufacturing,

A. gas; and

B. gas, including distribution and transmission.

ii. Distributing and transmitting natural gas.

iii. Operating gas wells.

iv. Operating by-product coke ovens.

v. Well boring and drilling.

vi. Distributing and transmitting propane gas.

vii. Distributing and transmitting bulk acids.

3. Manufacturing,

i. asphalted, pitched or tarred paper;

ii. dry colour;

iii. japan and other driers;

iv. oil;

v. paint;

vi. printing ink;

vii. printers' rollers;

viii. salt;

ix. soap;

x. tar;

xi. turpentine; and

xii. varnish.

4. Manufacturing,

i. ammonia;

ii. celluloid;

iii. charcoal;

iv. corrosive acids or corrosive chemicals;

v. plastic compounds;

vi. salts; and

vii. wood alcohol.

5. Manufacturing,

i. baking powder;

ii. candles;

iii. drugs;

iv. dyes;

v. extracts;

vi. medicines;

vii. mucilage;

viii. non corrosive acids or non corrosive chemical preparations;

ix. non hazardous chemical preparations;

x. perfumes;

xi. pharmaceutical or toilet preparations;

xii. shoe polish or shoe blacking;

xiii. wax crayons;

xiv. writing ink; and

xv. yeast.

6. Manufacturing,

i. cartridges;

ii. cordite or other high explosives;

iii. dynamite;

iv. fireworks;

v. fuses;

vi. gunpowder;

vii. guncotton;

viii. nitroglycerine; and

ix. torpedoes.

CLASS 13

1. i. Manufacturing,

A. cattle foods; and

B. fertilizers.

ii. Operating,

A. clover mills;

B. ensilage cutters;

C. grain elevators;

D. threshing machines; and

E. hay baling machines.

iii. Milling.

iv. Seed cleaning.

v. Buying and selling, with handling, of seed, feed, flour and grain.

vi. Warehousing or handling of grain.

CLASS 14

1. i. Manufacturing,

A. glue; and

B. meat products.

ii. Butchering.

iii. Operating,

A. abattoirs; and

B. packing houses.

iv. Preparation of meats.

CLASS 15

1. Manufacturing,

i. butter;

ii. cheese; and

iii. dairy products.

2. i. Manufacturing,

A. biscuits;

B. cereals or cereal products;

C. chewing gum;

D. chocolate;

E. cocoa;

F. confectionery; and

G. macaroni.

ii. Operating bakeries.

3. i. Manufacturing,

A. cider;

B. condensed milk or condensed cream;

C. fruit juice;

D. jam;

E. spices and condiments; and

F. vinegar.

ii. Canning or preparation of fish, fruit, vegetables or other foodstuff.

iii. Operating pickle factories.

iv. Roasting and grinding coffee and roasting nuts.

v. Blending or packaging of tea.

4. i. Manufacturing,

A. glucose;

B. malt or malt products; and

C. starch.

ii. Operating sugar refineries.

5. i. Manufacturing,

A. alcohol;

B. malt liquors;

C. methylated spirits;

D. mineral waters;

E. soda-water;

F. spirituous liquors; and

G. wine.

ii. Operating,

A. breweries, including distribution;

B. distilleries, including distribution; and

C. brewers' warehouses, including distribution.

iii. Distribution of brewery or distillery products.

6. Manufacturing,

A. cigarettes;

B. cigars; and

C. tobacco or tobacco products.

CLASS 16

1. i. Embossing leather.

ii. Japanning patent leather.

iii. Operating tanneries.

iv. Preparation of furs or hides.

v. Wool pulling.

2. i. Manufacturing,

A. belting;

B. gloves;

C. harness;

D. saddlery;

E. trusses; and

F. other goods and products, of leather.

ii. Manufacturing,

A. bags;

B. footwear;

C. purses;

D. suitcases;

E. trunks;

F. valises; and

G. whips.

3. Manufacturing,

A. belting;

B. gloves;

C. golf balls;

D. hose;

E. imitation leather;

F. tires;

G. tubing; and

H. other goods and products, of rubber.

4. Operation of tire sales and tire service business.

CLASS 17

1. i. Manufacturing,

A. bags;

B. binder twine;

C. blankets;

D. braids;

E. canvas;

F. carpets;

G. cloth;

H. cordage;

I. cotton waste;

J. fabrics;

K. felt;

L. felt hats;

M. fibre or asbestos goods;

N. haircloth or goods;

O. hosiery;

P. manilla or hemp goods or manilla or hemp products;

Q. ropes;

R. rugs;

S. shoddy;

T. shoe laces;

U. textiles;

V. thread; and

W. yarn.

ii. Bleaching, dyeing or finishing fabrics.

iii. Operating,

A. flax-mills; and

B. weaving mills.

iv. Knitting and spinning.

v. Wool scouring.

CLASS 18

1. i. Manufacturing,

A. articles from leather or fabric, not included in Class 16 or 17;

B. artificial Christmas trees;

C. artificial feathers and artificial flowers;

D. awnings, canvas goods, tarpaulins or tents;

E. caps;

F. clothing pads;

G. collars;

H. corsets;

I. embroidery;

J. furs;

K. gloves;

L. hats, other than felt;

M. labels or crests;

N. lamp shades, including assembling electric lamps;

O. men's clothing;

P. mittens;

Q. neck ties;

R. quilts;

S. robes;

T. shirts;

U. stuffed dolls;

V. white wear;

W. window drapes;

X. window shades, not included in Class 4; and

Y. women's clothing.

ii. Covering umbrellas.

2. i. Bleaching, dyeing or cleaning.

ii. Operating laundries.

iii. Pressing.

iv. Towel and toilet supply business.

CLASS 19

1. i. Printing and publishing, including job work.

ii. Publishing.

2. i. Manufacturing,

A. card-board boxes;

B. jewelery cases;

C. paper bags or other articles of paper;

D. papier-maché articles;

E. playing cards, including printing;

F. stationery; and

G. wallpaper.

ii. Blue printing.

iii. Book binding.

iv. Coating and finishing of paper.

v. Embossing.

vi. Engraving or photoengraving, not including printing.

vii. Job printing.

viii. Lithographing, including mounting and finishing.

ix. Mimeographing.

x. Multigraphing.

xi. Multilithing.

xii. Operating type-setting foundries and type foundries.

xiii. Paper oiling and paper waxing.

xiv. Paper pattern making.

xv. Photostating.

xvi. Printing and gumming paper tape.

xvii. Silk screen printing.

xviii. Steel plate bank note engraving and printing.

xix. Stereotyping and electrotyping.

3. i. Advertising display work.

ii. Sign painting or lettering.

iii. Manufacture and erection of signs.

CLASS 20

1. i. Carting, teaming and trucking.

ii. Loading or unloading cars or other vehicles.

iii. Mixing and delivering ready-mixed concrete.

iv. Operation of aeroplanes, airships or other flying machines.

v. Operations of forwarding companies or persons engaged in the business of transportation by canoes, scows or sleighs.

vi. Operation of wharves or work upon wharves.

vii. Sanding streets or roads.

viii. Scavengering.

ix. Stevedoring.

x. Street cleaning or removal of snow or ice.

xi. Warehousing or storage, with carting, teaming or trucking.

xii. Warehousing or storage, without carting, teaming or trucking.

xiii. Business of supplying truck drivers.

2. i. Creosoting of timbers.

ii. Kiln drying.

iii. Conveying passengers by automobile or trolley coach.

iv. Operating a taxicab business.

v. Cutting, storing, handling and delivering natural ice.

vi. Manufacturing artificial ice, including handling and delivering.

3. i. Buying and selling, with handling, of,

A. builders' supplies;

B. coal;

C. ice;

D. lumber;

E. metals other than scrap metals;

F. scrap metals;

G. second hand materials; and

H. wood.

ii. Wrecking automobiles.

CLASS 21

1. i. Manufacturing,

A. asphalt; and

B. paving material.

ii. Construction of,

A. airports;

B. bridges;

C. culverts or small bridges;

D. high rise concrete forming;

E. roads;

F. sewers;

G. sidewalks; and

H. waterworks systems, including operation and maintenance.

iii. Blasting work.

iv. Bull-dozer operations.

v. Business of,

A. land clearing or land cleaning;

B. stumping or grubbing; and

C. rental and operation of construction equipment.

vi. Excavating, not included in Class 24.

vii. Laying of mains and connections.

viii. Pipe-line construction.

ix. Shaftsinking.

x. Trenching.

xi. Tunnelling.

xii. Well digging.

xiii. Test boring and earth sampling.

xiv. Installation or erection of reinforcing steel.

xv. Subway construction.

CLASS 22

1. i. Construction, installation or operation of,

A. electric power lines; and

B. electric power-transmission lines, not included in Schedule 2.

ii. Construction or operation of,

A. electric-light systems;

B. electric-light works; and

C. electric power plants, not included in Schedule 2.

iii. Construction or operation of telephone or telegraph lines and works for the purposes of the business of a telephone or telegraph company, not included in Schedule 2.

iv. Construction or installation of cable television lines and works by the operator or as a business.

CLASS 23

1. i. Erection of,

A. prefabricated structural steel or concrete by a manufacturer, a general contractor or as a business; and

B. steel bridges or prefabricated concrete bridges by the manufacturer or as a business.

ii. Erection, installation and repair of,

A. chimneys;

B. fire escapes;

C. stacks (high metal), not included in Class 24;

D. stand pipes;

E. water towers; and

F. windmills.

iii. Erection, installation and repair of,

A. boilers by the manufacturer or as a business;

B. elevators, freight or passenger;

C. engines;

D. heavy machinery;

E. iron stairs;

F. ornamental metal work on buildings; and

G. tanks by the manufacturer or as a business.

iv. Wrecking of machinery.

v. Gas welding or electric welding.

2. i. Construction of,

A. breakwaters;

B. canals;

C. dams;

D. dry docks;

E. harbour improvements;

F. piers;

G. railways, not including bridge construction; and

H. wharves.

ii. Canal or dam maintenance.

iii. Dredging.

iv. Pile driving.

v. Sand sucking.

vi. Subaqueous construction.

vii. Operation of railways, not included in Schedule 2.

viii. Diving.

ix. Caisson work.

3. Fishing.

CLASS 24

1. i. Construction or erection of,

A. blast furnaces;

B. chimney stacks;

C. coke ovens;

D. filtration plants;

E. grain elevators;

F. power plants;

G. pulp mills;

H. pumping stations;

I. sewage disposal plants; and

J. other high structures.

ii. Bricklaying.

iii. Cement work or concrete work.

iv. Construction of buildings or construction in respect of buildings.

v. Moving of houses or other buildings.

vi. Lathing.

vii. Mason work.

viii. Plastering.

ix. Pointing.

x. Roofing.

xi. Sand blasting.

xii. Steam cleaning of buildings.

xiii. Stone setting.

xiv. Structural carpentry.

xv. Window cleaning.

xvi. Wrecking of buildings by a general contractor or as a business.

xvii. Business of supplying labour other than clerical.

xviii. Landscaping or sodding.

xix. Business of supplying labour for the wrecking of buildings.

2. i. Installation of,

A. lighting fixtures; and

B. marble, mosaic or tile in interior of buildings.

ii. Electric wiring of buildings.

iii. Erection of,

A. radio aerials and television aerials; and

B. lightning rods.

iv. Floor laying.

v. Gas fitting or steam fitting.

vi. Plumbing, heating or sanitary engineering.

vii. Sheet-metal work.

viii. Inspection or testing of construction projects and operating installations.

ix. Inspection by radiation devices.

3. i. Caulking.

ii. Glazing or installation of plate glass or leaded glass.

iii. Installation, including sale of,

A. air conditioning;

B. commercial refrigeration;

C. furnaces, oil burners and other heating appliances;

D. metal ceiling, metal siding and other metal sheets; and

E. metal window frames, metal screens, metal doors and metal awnings.

iv. Insulating, including pipe covering.

v. Painting or decorating.

vi. Steeple-jack work.

vii. Weather stripping.

CLASS 25

1. Operation of hospitals, regional and independent schools of nursing financed through public hospitals, sanitoria, convalescent homes, nursing homes and visiting nursing associations.

2. Operation of hotels, motels, cottage sites, camp sites and trailer sites, where not operated in or for another industry under Part I of the Act.

3. i. Operation of an office building whether operated as a business or by the operator for his own use; and

ii. Building caretaking and janitorial service as a business.

4. Operation of a building rented wholly or partly for manufacturing, retailing, wholesaling or warehousing.

5. Operation of a restaurant business, where not operated in or for another industry under Part I of the Act.

6. Catering, including the operation of boarding cars, canteens and commissary work.

7. Operation of a wholesale mercantile business.

8. Operation of,

i. theatres and places for exhibition of moving pictures or television, under a licence issued under the *Theatres Act*; and

ii. cable television service.

9. Business of supplying clerical employees and business of accountants, architects, draftsmen or engineers.

10. Operation of an apartment building.

11. Operation of research laboratories, including inspecting or testing.

12. Packaging as a business.

13. Commissionaires.

14. Security Guards.

15. Land Surveying.

CLASS 26

Operation of a retail mercantile business.

CLASS 27

1. Operation of a tobacco farm, mushroom farm, fur farm, fruit farm, other than tree fruits, chicken farm, turkey farm, chick hatchery, apiary, nursery, market garden and mechanical cultivator and the production of flowers for sale.

2. Operation of a general farm, tree fruit farm, Christmas tree farm, dairy farm, stock farm, horse farm, clover mill, ensilage cutter, hay baling machine, threshing machine, farm drainage contractor and the production of cash crops that are mechanically harvested. R.R.O. 1970, Reg. 834, Sched. 1; O. Reg. 5/71; O. Reg. 186/72, ss. 1, 2; O. Reg. 591/72, ss. 1, 2; O. Reg. 246/73, ss. 1-4.

**Schedule 2**

INDUSTRIES THE EMPLOYERS IN WHICH ARE INDIVIDUALLY LIABLE TO PAY COMPENSATION AND MEDICAL AID

1. Any trade or business whithin the meaning of subsection 1 (3) of the Act.

2. The construction or operation of railways operated by steam, electric or other motive power, street railways and incline railways, but not their construction when constructed by any person other than the company that owns or operates the railway.

3. The construction or operation of car shops, machine shops, steam plants and power plants and other works for the purposes of any railway mentioned in paragraph 2 or used or to be used in connection with it when constructed or operated by the company that owns or operates the railway.

4. The construction or operation of telephone lines and works within the legislative authority of the Parliament of Canada, for the purposes of the business of a telephone company or used or to be used in connection with its business when constructed or operated by the company.

5. The construction or operation of telegraph lines and works for the purpose of the business of a telegraph company or used or to be used in connection with its business when constructed or operated by the company.

6. The construction or operation of boats, ships, vessels and works for the purposes of the business of a navigation company, corporation or person carrying on a navigation business or used or to be used in connection with the business when constructed or operated by the company, corporation or person, and all other navigation, towing and marine wrecking carried on as a business.

7. The operation of the business of an express company that operates on or in conjunction with a railway, or of sleeping cars, parlour cars or dining cars, whether operated by the railway company or by an express, sleeping car, parlour car or dining car company.

8. The construction or operation of a bridge connecting Ontario with an adjacent province or state, but not its construction when constructed by any person or company other than the person or company owning or operating the bridge.

9. Any employment by or under the Crown in right of Ontario and any employment by a permanent board or commission appointed by the Crown in right of Ontario and, without restricting the generality of the foregoing, including,

   i. members of the staff of a juvenile and family court,

   ii. small claims court clerks and bailiffs and their employees,

   iii. clerical assistance employed by provincial judges,

   iv. land registrars and their deputies and employees,

   v. Crown attorneys and members of their staffs.

10. An airline that has a regularly scheduled international passenger service and works constructed or operated by the airline and used or intended to be used for or in connection with the business of the airline. R.R.O. 1970, Reg. 834, Sched. 2; O. Reg. 814/73, s. 3.

**Schedule 3**

| Column 1 | Column 2 |
|---|---|
| Description of Disease | Process |
| 1. Anthrax | Handling of wool, hair, bristles, hides and skins |
| 2. Infected blisters | Any process involving continuous friction |
| 3. Bursitis | |
| 4. Epitheliomatous cancer or ulceration of the skin due to tar, pitch, bitumen, mineral oil or paraffin or any compound, product or residue of any of these substances | Handling or use of tar, pitch, bitumen, mineral oil or paraffin or any compound, product or residue of any of these substances |
| 5. Compressed-air illness or caisson disease | Any process carried on in compressed air |

| Column 1 | Column 2 |
|---|---|
| Description of Disease | Process |
| 6. Dermatitis venenata | |
| 7. Poisoning and its sequelae by | |
| i. arsenic | Any process involving the use of arsenic or its preparations or compounds |
| ii. benzol | Any process involving the use of benzol |
| iii. beryllium | Any process involving the use of beryllium or its preparations or compounds |
| iv. brass, nickel or zinc | Any process involving the use of brass or nickel or melting or smelting zinc |
| v. cadmium | Any process involving the use of cadmium or its preparations or compounds |
| vi. carbon bisulphide | Any process involving the use of carbon bisulphide or its preparations or compounds |
| vii. carbon dioxide | Any process involving the evolution of carbon dioxide |
| viii. carbon monoxide | Any process involving the evolution of carbon monoxide |
| ix. chlorinated hydrocarbons (carbon tetrachloride, trichlorethylene, tetrachlorethane, trichlornaphthalene and others) | Any process in the manufacture or involving the use of these substances |
| x. chrome | Any process involving the use of chromium or its compounds |
| xi. lead | Any process involving the use of lead or its preparations or compounds |
| xii. mercury | Any process involving the use of mercury or its preparations or compounds |
| xiii. nitro derivatives and amino derivatives of benzene, phenol and their homologues (trinitrotoluene, dinitrophenol, anilin and others) | Handling any nitro derivatives or amino derivates of benzene or phenol or any of their homologues or any process in the manufacture or involving the use thereof |
| xiv. nitrous fumes | Any process in which nitrous fumes are evolved |
| xv. phosphorus | Any process involving the use of phosphorus or its preparations or compounds |
| 8. The pneumoconioses other than silicosis | |
| 9. Any disease due to exposure to X-rays, radium or other radioactive substances | |
| 10. Respiratory disease due to the inhalation of materials used in non-offset sprays | Any process or occupation involving the use of non-offset sprays in the printing industry |
| 11. Retinitis due to electro-welding or acetylene-welding | |
| 12. Silicosis | Mining or quarrying, cutting, crushing, grinding or polishing stone, or grinding or polishing metal |
| 13. Teno-synovitis | |
| 14. Tuberculosis contracted by an employee employed by and in, | |
| i. a hospital, jail, sanatorium, convalescent home, nursing home home for the aged, | |

| Column 1 | Column 2 |
|---|---|
| Description of Disease | Process |
| health unit or visiting nursing association to which Part I of the Act applies; or<br>ii. a laboratory, reform institution, health unit or treatment centre operated by the Province of Ontario | |

| Column 1 | Column 2 |
|---|---|
| Description of Disease | Process |
| 15. Ulceration of the corneal surface of the eye, due to tar, pitch, bitumen, mineral oil or paraffin, or any compound, product or residue of any of these substances | Handling or use of tar, pitch, bitumen, mineral oil or paraffin, or any compound, product or residue of any of these substances |

R.R.O. 1970, Reg. 834, Sched. 3.

# REGULATION 952

under the Workmen's Compensation Act

## PENSION PLAN

### INTERPRETATION

**1.** In this Regulation,

(*a*) "actuary" means an actuary who is a Fellow of the Canadian Institute of Actuaries, and who is appointed the actuary of the plan by the Board;

(*b*) "commissioner" means a member of the Board;

(*c*) "date of the plan" means the 1st day of July, 1940, but in respect of persons deemed employees of the Board under subsection 74 (3) of the Act means the 1st day of January, 1951, except those persons added by paragraph 6 of section 3, for whom it means the 1st day of January, 1959, and those persons added by paragraph 8 of section 3, for whom it means the 1st day of January, 1973;

(*d*) "fund" means the Workmen's Compensation Board Superannuation Fund established under the Act;

(*e*) "new employee" means an employee or a commissioner who enters the service of the Board or is appointed a commissioner on or after the date of the plan;

(*f*) "pension" includes superannuation or disability allowance;

(*g*) "present employee" means an employee or a commissioner who is in the service of the Board or is appointed a commissioner at the date of the plan;

(*h*) "superannuation plan" or "plan" means the plan established by this Regulation. R.R.O. 1970, Reg. 835, s. 1; O. Reg. 626/73, s. 1.

### ELIGIBILITY FOR MEMBERSHIP

**2.**—(1) Every present employee is, on the date of the plan, eligible to become and is from that date a member of the plan.

(2) Every new employee on appointment to permanent staff or on attainment of eighteen years of age, if later, is eligible to become and is from that date a member of the plan.

(3) Upon becoming a member of the plan in accordance with subsection (2), each new employee may at any time prior to retirement, make a request in writing to the Board to have his eligible period of non-contributory service with the Board added to his period of pensionable service and the amount payable by the member to obtain such credit for his eligible period of non-contributory service shall be calculated on his current salary at the time he makes his request at his current contribution rate.

(4) Each person appointed as a commissioner is eligible to become and is from the date of his appointment a member of the plan. O. Reg. 520/72, s. 1.

**3.** The Board designates the following associations and corporations for the purposes of subsection 74 (3) of the Act:

1. Transportation Safety Association of Ontario.
2. Construction Safety Association of Ontario.
3. Electrical Utilities Safety Association of Ontario.
4. Industrial Accident Prevention Association.
5. Forest Products Accident Prevention Association.
6. Mines Accident Prevention Association of Ontario.
7. The Ontario Pulp and Paper Makers' Safety Association.
8. The Farm Safety Association.

R.R.O. 1970, Reg. 835, s. 3; O. Reg. 626/73, s. 2.

### CONTRIBUTIONS TO FUND

**4.**—(1) Subject to subsection 6 (3), each present and new employee shall, throughout his service with the Board after he becomes a member of the plan until he ceases to be employed or to be a commissioner, pay into the fund an amount equal to his contribution percentage of his salary in each year, less a deduction in each of the years 1966 and later, equal to 35 per cent of such amount, but in no event shall this deduction be greater than that based on his current Year's Maximum Pensionable Earnings within the meaning of the Canada Pension Plan. R.R.O. 1970, Reg. 835, s. 4 (1).

(2) The contribution percentage referred to in subsection (1) shall be,

(*a*) for each present employee who is a member, the percentage set forth in Table 1 opposite the member's age at his nearest birthday at the date of his becoming a member of the plan, provided the maximum rate for any present employee shall be 5.75 per cent;

(*b*) for each new employee added as a member of the plan prior to the 26th day of October, 1972, the percentage set forth in Table 1 opposite the member's age at his nearest birthday at the date of his becoming a member of the plan, provided the maximum rate effective on and after the first day of January, 1971 shall be 6 per cent;

(*c*) for each employee who is added as a member of the plan on or after the 26th day of October, 1972, 6 per cent. O. Reg. 520/72, s. 2.

(3) Payment of an employee's contributions shall be made by the Board by deducting from each of his salary payments after becoming a member of the plan, the appropriate portion thereof, and paying the amounts so deducted into the fund.

(4) The Board shall pay into the fund currently, an amount determined by the actuary and approved by the Board, that is required from time to time in excess of member contributions, to pay the benefits provided by the plan with respect to members' current services.

(5) The Board shall also pay into the fund when required in accordance with the provisions of the *Pension Benefits Act* and the regulations thereunder, amounts determined by the actuary and approved by the Board as sufficient to liquidate any unfunded liabilities or experience deficiencies which are found to exist in the fund. R.R.O. 1970, Reg. 835, s. 4 (3-5).

ELIGIBILITY FOR PENSION

**5.** Normal retirement age is 65 years for all members. R.R.O. 1970, Reg. 835, s. 5.

**6.**—(1) Under special circumstances, the Board may permit a member to defer his retirement for a specified period not in excess of one year and such deferment may be renewed, but in no case shall a member's retirement be deferred beyond his attainment of age seventy.

(2) Notwithstanding subsection (1), a commissioner may remain in office during pleasure.

(3) A member whose retirement is deferred shall continue to be a contributor during the period of deferment. R.R.O. 1970, Reg. 835, s. 6.

AMOUNT OF PENSION

**7.**—(1) A member retiring on pension, on attaining his normal retirement age or later, is entitled to an annual pension, payable in equal monthly instalments for life, of an amount equal to,

(*a*) 1 per cent of his average annual salary during the three highest-paid years of service in his last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner from the date of entry into the service or of appointment as a commissioner to the date of the plan; and

(*b*) 2 per cent of his average annual salary during the prescribed number of highest-paid years of service in his last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner, computed from the date of the plan to the date of his retirement, in the case of a present employee, and computed from the date of his becoming a member of the plan to the date of his retirement in the case of a new employee.

(2) The amount computed under clause (1) (*b*) shall be reduced by 0.7 per cent of the average of his annual salary during the five highest-paid years of service in his last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner from the 1st day of January, 1966 but not exceeding thirty-five years of service.

(3) For the purposes of subsection (2), the member's salary in any year shall be deemed to be at a rate not in excess of $5,000 per annum, or his Year's Maximum Pensionable Earnings under the Canada Pension Plan for that year, if greater.

(4) The reduction referred to in subsection (2) shall not apply,

(*a*) to a member who retired on pension in 1966;

(*b*) until the beginning of the month following the member's sixty-fifth birthday if he retires before such date in accordance with section 8, or until the date on which he first becomes eligible for benefits under the Canada Pension Plan, if later; and

(*c*) in the case of disability retirement, before the 1st day of May, 1970.

(5) The prescribed number of highest-paid years of service in the retiring member's last ten years of service shall be,

(*a*) three years with respect to his service up to and including the calendar year 1965; and

(*b*) five years with respect to his service in the calendar years 1966 and later.

(6) Notwithstanding subsection (1), the amount of a member's annual pension from the Fund in respect of his service with the Board or as a commissioner after the 1st day of July, 1940, shall not exceed 70 per cent of his average annual salary during the prescribed

number of highest-paid years of service in his last ten years of service with the Board, subject to the reduction provided for in subsection (2) of this section as modified by subsection (3).

(7) In calculating the length of service of an employee or commissioner, time of absence with leave without salary, computed to the nearest integral number of months, shall be deducted.

(8) Under this section, where the service with the Board is less than ten years and,

(*a*) is equal to or greater than the prescribed number of highest-paid years of service, the said prescribed number of years shall be used; or

(*b*) is less than the prescribed number of highest-paid years of service, the total number of years of service shall be used, as if they were the prescribed number of highest-paid years of service. R.R.O. 1970, Reg. 835, s. 7.

**8.**—(1) A member who has completed ten years service may elect to retire on pension at any time within a period of ten years immediately preceding his attaining normal retirement age and in that event, for those retiring prior to the 26th day of October, 1972, the pension payable to him shall be the amount determined by application of the appropriate percentage or percentages shown in Table 2 and for those retiring on or after the effective date of this Regulation, the application of the appropriate percentage or percentages shown in Table 3, for his age to the nearest month at retirement, to the pension earned by the member for his years of service to his actual date of retirement. O. Reg. 520/72, s. 3, *part*.

(2) At any time, after his age plus his years of pensionable service in the plan total at least ninety, a member may elect to retire on pension, and in that event, the date on which the member retires shall be regarded as the normal retirement age, and the pension payable to him shall be calculated in accordance with section 7, and neither the reduction in subsection 8 (1), nor any other reduction shall be made except the reduction stipulated in subsection 7 (2). O. Reg. 31/77, s. 1.

(3) A member who has completed twenty years service may elect to retire on pension at any time within a period of five years immediately preceding his attaining normal retirement age and, in that event, the date on which the member retires shall be regarded as the normal retirement age, and the pension payable to him shall be calculated in accordance with section 7. R.R.O. 1970, Reg. 835, s. 8 (3).

**9.**—(1) A member may, at any time before attaining normal retirement age, retire on pension after the completion of ten years service with the Board or as a commissioner on total and permanent disability certified by a medical referee appointed by the Board.

(2) For the purpose of calculating the amount of pension under subsection (1), the date on which the member retires by reason of total and permanent disability shall be regarded as the normal retirement age and the pension payable shall be calculated in accordance with section 7. R.R.O. 1970, Reg. 835, s. 9.

OPTIONAL PENSION

**10.**—(1) At least five years before attaining his normal retirement age a member may elect to take in the stead of the pension otherwise payable during his lifetime, on retirement at his normal retirement age, or later, a pension in any other form that is approved by the Board, and permitted by the *Pension Benefits Act*.

(2) The amount of the alternate form of pension chosen by the member and approved by the Board shall be the actuarial equivalent, as determined by the actuary, of the pension otherwise payable to the member on retirement as at his normal retirement date or later. R.R.O. 1970, Reg. 835, s. 10 (1, 2).

(3) Any approved election of optional joint and survivorship pension by an unmarried member shall be revoked by,

(*a*) the member's marriage, or death, prior to retirement, and prior to attaining normal retirement age; or

(*b*) the death of the member's prospective joint annuitant before the member attains his normal retirement age. O. Reg. 626/73, s. 4.

DEATH WHILE IN SERVICE

**11.**—(1) Where a member who has completed at least ten years service dies while he is in the service of the Board or is a commissioner and,

(*a*) leaves surviving a widow, the widow is entitled to an annual pension payable in equal monthly instalments for life so long as she remains unmarried and in the event that the widow subsequently dies or remarries, leaving a dependent child or children of the member under eighteen years of age, the widow's pension shall continue to be payable to such child or children, or to the person who stands in *loco parentis*, so long as there remains surviving such a child under eighteen years of age; or

(*b*) leaves no widow but a dependent child or children under eighteen years of age, the amount of the annual pension payable to the widow had she survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who then stands in *loco parentis*, so long as one such child remains under eighteen years of age.

(2) For the purpose of calculating the amount of pension under subsection (1), the member of the date of his death shall be regarded as having attained normal retirement age and the total amount of the pension shall be 50 per cent of the pension calculated in accordance with section 7.

(3) Where all pension payments payable under subsection (1) cease and the aggregate of such payments is less than the aggregate of the member's contributions but not those made by the Board on his behalf, with interest up to the date of his death at rates as declared by the Board from time to time, compounded yearly, the widow or the surviving children or the estate of the member shall be entitled to a residual amount equal to the difference.

(4) Where a member dies while in the service of the Board or as a commissioner leaving neither a widow nor any dependent child under eighteen years of age, the aggregate contributions made by him but not those made by the Board on his behalf, with interest up to the date of his death, at rates as declared by the Board from time to time, compounded yearly, shall be paid to his estate. O. Reg. 520/72, s. 4.

DEATH AFTER RETIREMENT

**12.**—(1) Where a member,

(*a*) who has not made an approved election of optional pension dies after his retirement on pension and,

(i) leaves surviving a widow to whom he was married at the date of his retirement, the widow is entitled to an annual pension payable in equal monthly instalments for life so long as she remains unmarried and in the event that the widow subsequently dies or remarries leaving a dependent child or children of the member under eighteen years of age, the widow's pension shall continue to be payable to such child or children or to the person who stands in *loco parentis* so long as there remains surviving such a child under eighteen years of age, or

(ii) leaves no widow but a dependent child or children under eighteen years of age, the amount of the annual pension payable to the widow had she survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who then stands in *loco parentis* so long as one such child remains under eighteen years of age; or

(*b*) who has made an approved election of optional pension dies after his retirement on pension, the benefit if any to his surviving widow shall be in accordance with the provisions of such option.

(2) For the purpose of calculating the amount of pension under clause (1) (*a*), the amount of the pension payable shall be 50 per cent of the pension calculated in accordance with section 7.

(3) Where all pension payments payable under clause (1) (*a*) cease and the aggregate of such payments and those to the retired member up to the date of his death including any lump sum he may have received under subsection 13 (5) are less than the aggregate of the member's contributions, exclusive of those made by the Board on his behalf, with interest up to the date of his retirement at rates as declared by the Board from time to time, compounded yearly, the widow, the surviving children or the estate of the last recipient dependant or if there is no dependant, the estate of the member shall be entitled to a residual amount equal to the difference.

(4) Where a member dies after his retirement on pension leaving neither a widow nor any dependent child under eighteen years of age, the excess if any of the aggregate contributions made by him but not those made by the Board on his behalf, with interest up to the date of his retirement at rates as declared by the Board from time to time, compounded yearly, over the total pension payments made to him, shall be paid to his estate.

(5) On death after retirement on pension where the member has made an approved and effective election under section 10, no refund of contributions or other benefit shall be paid unless this was specifically provided for in writing under the terms of the approved optional pension. O. Reg. 520/72, s. 5.

WITHDRAWAL FROM SERVICE

**13.**—(1) Where a member who has not attained forty-five years of age and ten or more years service ceases to be employed by the Board or to be a commissioner for any reason other than death or retirement on pension, he may elect to take,

(*a*) payment of the aggregate contributions made by him but not those made by the Board on his behalf, with interest at rates as declared by the Board from time to time, compounded yearly; or

(*b*) where the member has been in the service of the Board or a commissioner continuously for ten years, a vested interest in a deferred annual pension payable monthly for life from his normal retirement age.

(2) The amount of the vested deferred annual pension referred to in subsection (1) shall be calculated in

accordance with section 7, as if the date of his cessation of service was his normal retirement date.

(3) Where a member who has attained age forty-five, and ten or more years service, ceases to be employed by the Board or to be a commissioner for any reason other than death or retirement on pension, he shall be entitled,

(*a*) with respect to his service in the calendar year 1965 or later, to a vested interest in a deferred annual pension payable monthly for life from his normal retirement age; and

(*b*) with respect to his service, if any, prior to the calendar year 1965, to elect either a lump sum payment of his aggregate contributions in respect of such service with interest at rates as declared by the Board from time to time or a vested interest in a deferred annual pension with respect to such service.

(4) The amount of the vested deferred annual pension referred to in subsection (3) shall be calculated in accordance with section 7, and for the purpose of clause (3) (*a*) with respect to the member's service with the Board in the calendar year 1965 and later, and for the purpose of clause (3) (*b*) with respect to the member's service with the Board prior to the calendar year 1965, as if the date of his cessation of service were his normal retirement date.

(5) A member who withdraws from the service of the Board and becomes entitled to a vested deferred pension as provided under clause (3) (*a*) may elect to receive a lump sum refund determined by the actuary, in discharge of a stated portion of such vested deferred pension, this stated portion being not more than the lesser of,

(*a*) 25 per cent; or

(*b*) the portion for which the commuted value, as determined by the actuary is equal to the member's aggregate contributions, but not those made by the Board on his behalf, with interest up to the date of his cessation of service, at rates as declared by the Board from time to time, compounded yearly. R.R.O. 1970, Reg. 835, s. 13 (1-5).

(6) Where a member who is entitled to a vested deferred pension in accordance with this section or is in receipt of a pension under the Plan dies and,

(*a*) leaves surviving a widow, the widow is entitled to an annual pension payable in equal monthly instalments for life so long as she remains unmarried and in the event that the widow subsequently dies or remarries leaving a dependent child or children of the member under eighteen years of age, the widow's pension shall continue to be payable to such child or children or to the person who stands in *loco parentis* so long as there remains surviving such a child under eighteen years of age; or

(*b*) leaves no widow but a dependent child or children under eighteen years of age, the amount of the annual pension payable to the widow had she survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who then stands in *loco parentis* so long as one such child remains under eighteen years of age.

(7) For the purpose of calculating the amount of pension under subsection (6), reference shall be made to subsection (2) and 50 per cent of the pension otherwise payable to the member under that subsection shall be the total amount of annual pension payable to his dependants.

(8) Where a member who is entitled to a vested deferred pension in accordance with this section dies before attaining normal retirement age leaving neither a widow nor any dependent child under eighteen years of age, the aggregate contributions made by him but not those made by the Board on his behalf, less any lump sum refund, if any, he may have received under subsections (3) and (5) of this section, with interest to the date of his death, at rates as declared by the Board from time to time, compounded yearly, shall be paid to his estate. O. Reg. 520/72, s. 6.

INTEREST IN FUND NOT ASSIGNABLE, ETC.

**14.** The interest of any person in the fund, or in any pension, is not subject to garnishment, attachment, seizure, or any legal process, and is unassignable. R.R.O. 1970, Reg. 835, s. 14.

TRANSFERS

**15.**—(1) An employee who on termination of his service with the Board next becomes employed by,

(*a*) the civil service of Canada or of any province of Canada;

(*b*) the civic service of any municipality in Ontario;

(*c*) any board, commission or public institution established under any Act of the Legislature of Ontario;

(*d*) any Crown corporation of Canada or of any province of Canada;

(*e*) any university in Ontario or any college of applied arts and technology to which the *Ministry of Colleges and Universities Act*, applies;

(*f*) the Canadian Forces;

(*g*) a religious denomination as a clergyman in any province of Canada having been a chaplain in the public service of Ontario; or

(*h*) any of the following that is designated by the Board,

(i) any Government related agency,

(ii) any public institution that is assisted by money appropriated by the Legislature, and

(iii) any corporation, the controlling interest of which is owned by the Crown in right of Ontario or whose bonds or debentures are guaranteed by the Crown in right of Ontario,

may elect, in lieu of the other benefits provided under the plan to leave his refundable contributions in the fund, and in that event, all benefits which had accrued under the plan with respect to his service up to his employment termination date, including benefits to his surviving widow if any, who was married to him prior to his severance with the Board, shall remain fully vested to his credit under the plan, so long as he continues in the service of an employer or employers specified in this subsection. R.R.O. 1970, Reg. 835, s. 15 (1); O. Reg. 31/77, s. 1.

(2) The vested pension benefit under subsection (1) shall be calculated with reference to such employee's earnings in his last ten years of service preceding his date of cessation of service with the Board.

(3) In the case of an employee who, immediately preceding the commencement of his service with the Board, was a member of a registered superannuation or pension fund or plan, the Board shall permit transfer of assets standing to the credit of such employee in the said superannuation or pension fund or plan, to the fund, for the provision of benefits in accordance with the terms of this plan, but with reference only to whatever period of credited service, is certified in writing by the actuary, as being purchasable under this plan, by the assets so transferred.

(4) The portion of any amount transferred under the provisions of subsection (3), which shall be deemed to be the transferred employee's contributions on joining this plan, is equal to the transferred employee's own contributions to the superannuation or pension fund or plan from which such amount was transferred, together with any interest allowed thereunder, up to such transfer date. R.R.O. 1970, Reg. 835, s. 15 (2-4).

(5) An employee who, within such period as the Board may fix, before entering the service of the Board had pensionable service as a member of,

(*a*) the civil service of Canada or of any province of Canada;

(*b*) the civic service of any municipality in Ontario;

(*c*) the staff of any board, commission or public institution established under any Act of the Legislature of Ontario;

(*d*) the staff of any Crown corporation of Canada or of any province of Canada;

(*e*) the staff of any university in Ontario or of any college of applied arts and technology to which the *Ministry of Colleges and Universities Act* applies;

(*f*) the Canadian Forces;

(*g*) the practising clergy contributing to a registered pension plan of his religious denomination; or

(*h*) the staff of,

(i) any Government related agency,

(ii) any public institution that is assisted by money appropriated by the Legislature, and

(iii) any corporation, the controlling interest of which is owned by the Crown in right of Ontario or whose bonds or debentures are guaranteed by the Crown in right of Ontario,

that is designated by the Board,

may count such pensionable service as part of his Board pensionable service provided that he elects to pay into the fund within one year after the day this subsection comes into force or elects within one year after becoming a contributor to the fund, and agrees to pay on terms satisfactory to the Board, and pays an amount equal to 12 per cent of the rate of annual salary authorized to be paid to him on the most recent occasion on which he became a contributor to the fund for each year and part of a year of such pensionable service, and pays interest on the said amount at such rate and for such period as the Board determines.

(6) A contributor who is entitled under subsection (5) to establish credit in the fund may establish credit in respect of a part only of his pensionable service, in which case the relevant provisions of this section apply with necessary modifications.

(7) A contributor who is entitled under subsection (5) or (6) to establish credit in the fund for his pensionable service but who has failed to establish credit under subsection (5) or (6) may elect to establish credit

at any time before ceasing to be a contributor, and the relevant provisions of this section apply with necessary modifications, except that the rate of annual salary authorized to be paid to him at the time he became a contributor shall be deemed to be equal to the rate of annual salary authorized to be paid to him at the time when he makes the election and interest on the said amount shall be added at such rate and for such period as the Board determines.

(8) No contributor shall be given credit in the fund in respect of his pensionable service for which he is entitled to credit in his previous employer's pension fund unless he withdraws his contributions from such pension fund or transfers them to this fund. O. Reg. 31/77, s. 2 (2).

GENERAL

**16.** Where an annual pension payable from the fund is less than $120, it may, at the sole discretion of the Board, be commuted to a lump sum or paid in instalments. R.R.O. 1970, Reg. 835, s. 16.

**17.**—(1) The Board shall pay from the fund, from time to time, the pension to which a retired member is then entitled under the terms of the plan. R.R.O. 1970, Reg. 835, s. 17.

(2) A pension shall cease on the last day of the month during which the entitlement thereto ceases. O. Reg. 31/77, s. 3.

**18.**—(1) In the case of a member who has withdrawn from the service of the Board, and who remains entitled to a vested interest in a deferred annual pension as provided by section 13 or subsection 15 (1), the Board, in its sole discretion, may permit an amount equal to the value, as determined by the actuary, of such vested contingent deferred pension, and any other benefits to which the member has become entitled under the plan, to be transferred from the fund, to the registered pension plan of which the said former employee is then a member.

(2) Each transfer under subsection (1) shall be subject to prior Board approval, and shall be subject to completion of a written discharge satisfactory to the Board, declaring that such transfer cancels and completely nullifies all liability under this plan with respect to the said former employee's service with the Board up to the transfer date. R.R.O. 1970, Reg. 835, s. 18.

**19.**—(1) The Board shall have power to invest and reinvest the fund and to keep the fund invested in investments which the Board considers appropriate and which meet the requirements of the *Pension Benefits Act* and the regulations thereunder.

(2) The Board in its discretion may keep such portion of the fund in cash or cash balances as the Board may from time to time deem to be in the best interest of the fund. R.R.O. 1970, Reg. 835, s. 19.

**20.** Each member will be provided with written information concerning the terms and conditions of the plan and amendments therein applicable to him and with respect to his rights and duties in connection with the benefits available to him under the plan. R.R.O. 1970, Reg. 835, s. 20.

**21.** The Board shall cause an actuarial survey of the plan to be made at least every three years and a report in writing thereon to be submitted to the Board. R.R.O. 1970, Reg. 835, s. 21.

**22.** Reference in this Regulation to a widow shall be construed to mean either,

(*a*) a widow to whom a male member was married and with whom he was residing or was supporting at the time of his death;

(*b*) where there is no widow to whom clause (*a*) applies, a woman who has resided with a member for at least six years prior to his death without issue or who has resided with the member for at least two years prior to his death having had one or more children by him and the relationship having been made known to and accepted in writing by the Board;

(*c*) a widower to whom a female member was married and with whom she was residing or was supporting at the time of her death. O. Reg. 626/73, s. 5.

**23.** Children of the relationship referred to in clause 22 (*b*) shall receive benefits as if they were children within the meaning of sections 11, 12 and 13. O. Reg. 520/72, s. 8, *part*.

**24.**—(1) Notwithstanding any other provisions of this Regulation, a pension for eligible service of at least ten years under this plan, before application of the Canada Pension Plan integration formula, shall be at an annual rate not less than the amount specified in Table 6, and a pension for eligible service of less than ten years under this plan, before application of the Canada Pension Plan integration formula shall be at a rate not less than an annual amount that is the same proportion of the amount indicated in Table 6 that the years of eligible service are of ten. O. Reg. 31/77, s. 4.

(2) The minimum amount of pension to which the dependants of a deceased contributor are entitled is 50 per cent of the amount of pension to which the contributing member would have been entitled on normal retirement at the date of his death. O. Reg. 38/75, s. 1, *part*.

**25.** The amount of each pension established by sections 7 to 13 is increased by applying to the amount of that pension,

(*a*) on and after the 1st day of January, 1971, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 4;

(*b*) on and after the 1st day of January, 1973, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5;

(*c*) on and after the 1st day of January, 1974, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5 multiplied by 1.08, but such factor, in the case of a pension established in 1973, shall be multiplied by 1.04 and in the case of a pension established in 1974 or thereafter, shall be multiplied by 1.00; and

(*d*) on and after the 1st day of January, 1975, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5 multiplied by 1.1664, but such factor in the case of a pension established in 1973 shall be multiplied by 1.1232, in the case of a pension established in January, 1974 it shall be multiplied by 1.0733, and in the case of a pension established in December, 1974 it shall be multiplied by 1.0000, and in the case of a pension established between January, 1974 and December, 1974 it shall be multiplied by a factor *pro rata* between 1.0733 and 1.000, and in the case of a pension established in 1975 or thereafter, shall be multiplied by 1.0000;

(*e*) on and after the 1st day of Jaanuary, 1976, the factors applied in clause (*d*) increased by 4 per cent, but in the case of a pension established in February, 1975, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1975, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1975 and December, 1975, it shall be multiplied by a factor *pro rata* between 1.0367 and 1.0033, and in the case of a pension established in 1976 or thereafter, it shall be multiplied by 1.0000;

(*f*) on and after the 1st day of January, 1977, the factors applied in clause (*e*) increased by 4 per cent, but in the case of a pension established in February, 1976, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1976, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1976 and December, 1976, it shall be multiplied by a factor *pro rata* between 1.0367 and 1.0033, and in the case of a pension established in 1977 or thereafter, it shall be multiplied by 1.0000;

(*g*) on and after the 1st day of January, 1978, the factors applied in clause (*f*) increased by 4 per cent, but in the case of a pension established in February, 1977, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1977, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1977 and December, 1977 it shall be multiplied by a factor *pro rata* between 1.0367 and 1.0033, and in the case of a pension established in 1978 or thereafter, it shall be multiplied by 1.0000;

(*h*) on and after the 1st day of January, 1979, the factors applied in clause (*g*) increased by 4 per cent, but in the case of a pension established in February, 1978, it shall be multiplied by 1.0367, in the case of a pension established in December, 1978, it shall be multiplied by 1.0033, in the case of a pension established between February, 1978 and December, 1978, it shall be multiplied by a factor *pro rata* between 1.0367 and 1.0033, and in the case of a pension established in 1979 and thereafter, it shall be multiplied by 1.0000,

and where the amount so computed is less than the minimum amount of pension set out in section 24, the minimum amount of pension set out in section 24 shall be paid. O. Reg. 551/74, s. 1; O. Reg. 38/75, s. 2; O. Reg. 31/77, s. 5; O. Reg. 173/79, s. 1.

**26.**—(1) Every contributor who was on active service during World War II or the Korean War,

(*a*) in His or Her Majesty's naval, army or air forces or in the Canadian or British Merchant Marine; or

(*b*) in any naval, army or air force that was allied with His or Her Majesty's forces as designated by the Board,

may, on producing proof of such service, establish credit in the fund in respect of such service. O. Reg. 31/77, s. 6 (1).

(2) A contributor who is entitled under subsection (1) to establish credit in the fund and who elects to contribute within two years after the day this section came into force or within one year after becoming a contributor is entitled to credit in the fund for such active service if he agrees to pay on terms satisfactory to the Board and pays an amount equal to 12 per cent of the rate of salary authorized to be paid to him on the most recent occasion on which he became a contributor under this plan for each year and part of a year of such active service, together with interest at such rate as the Board determines. O. Reg. 38/75, s. 3, *part*; O. Reg. 31/77, s. 6 (2).

(3) A contributor who is entitled under subsection (1) to establish credit in the fund may establish credit in respect of a part only of such active service, in which case the relevant provisions of this section apply with necessary modifications. O. Reg. 38/75, s. 3, *part*.

(4) A contributor who is entitled under subsection (1) to establish credit in the fund but who has failed to establish credit under subsection (2) may elect to establish credit any time before ceasing to be a contributor, and the relevant provisions of this section apply with necessary modifications, except that the rate of salary authorized to be paid to him on the most recent occasion on which he became a contributor shall be deemed to be equal to the rate of salary authorized to be paid to him at the time he made the election and interest shall be added at such rate as the Board determines. O. Reg. 38/75, s. 3, *part*; O. Reg. 31/77, s. 6 (3).

(5) No contributor shall be given credit in the fund in respect of such active service if he is entitled to credit for such service in computing another pension, except a pension granted for disability resulting from war service. O. Reg. 38/75, s. 3, *part*.

**27.**—(1) A contributor who is granted leave-of-absence without salary because of illness or pregnancy may make contributions to the fund for the period of leave, in which case the contributor shall contribute an amount equal to the amount the contributor would have contributed to the fund if leave had not been granted, and such contributions shall be made within six months of the termination of leave, or the contributor may elect not to make such contribution, in which case the contributor is not entitled to credit for the period of the leave.

(2) A contributor who is granted leave-of-absence without salary for special or educational purposes may make contributions to the fund for the period of the leave, in which case he shall contribute an amount equal to the amount he would have contributed to the fund if he had not been granted leave together with an amount equal to the amount that would have been credited to the fund by the Board if leave had not been granted, and such contribution shall be made within a period of time that is equal to or less than the period of leave, or he may elect not to make such contribution, in which case he is not entitled to credit for the period of the leave.

(3) Where a contributor is granted leave-of-absence with salary for educational purposes, he shall contribute to the fund an amount equal to the amount he would have contributed if he had not been granted the leave.

(4) A contributor who is entitled under subsection (1), (2) or (3) to credit in the fund and who has failed to establish credit in respect of the contributor's period of leave under subsection (1), (2) or (3), may elect to establish credit at any time before ceasing to be a contributor, and the relevant provisions of this section shall apply with necessary modifications, except that the rate of salary on which the contribution would be based shall be deemed to be equal to the rate of salary authorized to be paid to the contributor at the time of the election and interest shall not be added. O. Reg. 31/77, s. 7, *part*.

**28.** Where a contributor dies and any money is payable under this Regulation to his spouse and the Board is satisfied that the spouse is not entitled to receive such money by virtue of a separation agreement or other contractual arrangement entered into with the contributor before he died or that the spouse has refused to accept such money, the Board may direct that,

(*a*) where there is a child under the age of eighteen years, the money be paid in accordance with this Regulation as if there were no spouse; or

(*b*) if there is no child under the age of eighteen years, the money that would be payable under this Regulation to the deceased contributor's estate if the contributor had died leaving no widow or widower and no child, be paid to the deceased contributor's estate. O. Reg. 31/77, s. 7, *part*.

**29.**—(1) Where a contributor who is not in receipt of a pension under this Regulation and whose disability commenced on or after the 1st day of October, 1974 has qualified for a benefit under the Board's Long Term Disability Plan, whether or not he is in receipt of such benefit, a contribution shall be made to the fund on behalf of the contributor out of the accident fund for each month or part of a month in respect of which the contributor continues to qualify for such a benefit and the contribution shall be the contributor's current contribution percentage applied to the salary authorized to be paid to the contributor in the month immediately prior to the month in which he initially qualified for the benefit.

(2) The period for which contributions are required to be made under subsection (1) shall be counted as contributory service. O. Reg. 31/77, s. 7, *part*.

TABLE 1

ANNUAL CONTRIBUTION RATES FOR EMPLOYEES

| Age Nearest Birthday on Employee's Entry to Membership in the Plan | Employee's Contribution Percentage |
|---|---|
| 18 | 4.40 |
| 19 | 4.44 |
| 20 | 4.49 |
| 21 | 4.54 |
| 22 | 4.60 |
| 23 | 4.67 |
| 24 | 4.74 |
| 25 | 4.83 |
| 26 | 4.92 |
| 27 | 5.03 |
| 28 | 5.13 |
| 29 | 5.25 |
| 30 | 5.36 |
| 31 | 5.46 |
| 32 | 5.58 |
| 33 | 5.68 |
| 34 | 5.79 |
| 35 | 5.91 |
| 36 | 6.02 |
| 37 | 6.14 |
| 38 | 6.26 |
| 39 | 6.37 |
| 40 | 6.49 |
| 41 | 6.63 |
| 42 | 6.79 |
| 43 | 6.99 |
| 44 | 7.31 |
| 45 and over | 7.75 |

R.R.O. 1970, Reg. 835, Table 1.

TABLE 2

PERCENTAGE OF PENSION PAYABLE AT EARLIER THAN NORMAL RETIREMENT AGE

| Age at Retirement | Males | Females Percentage Applicable to Pension for | |
|---|---|---|---|
| | | Service in the years 1965 and later | Service in 1964 and prior years |
| | per cent | per cent | per cent |
| 55 | 48.1 | 48.1 | 69.9 |
| 56 | 51.4 | 51.4 | 75.6 |
| 57 | 54.9 | 54.9 | 80.5 |
| 58 | 58.8 | 58.8 | 86.2 |
| 59 | 63.1 | 63.1 | 92.1 |
| 60 | 67.8 | 67.8 | 100.0 |
| 61 | 73.0 | 73.0 | 100.0 |
| 62 | 78.7 | 78.7 | 100.0 |
| 63 | 85.0 | 85.0 | 100.0 |
| 64 | 92.1 | 92.1 | 100.0 |
| 65 | 100.0 | 100.0 | 100.0 |

R.R.O. 1970, Reg. 835, Table 2.

TABLE 3

PERCENTAGE OF PENSION PAYABLE AT EARLIER THAN NORMAL RETIREMENT AGE

| Age at Retirement | Males | Females Percentage Applicable to Pension for | |
|---|---|---|---|
| | | Service in the years 1965 and later | Service in 1964 and prior years |
| | per cent | per cent | per cent |
| 55 | 50 | 50 | 75 |
| 56 | 55 | 55 | 80 |

| Age at Retirement | Males | Females Percentage Applicable to Pension for | |
|---|---|---|---|
| | | Service in the years 1965 and later | Service in 1964 and prior years |
| 57 | 60 | 60 | 85 |
| 58 | 65 | 65 | 90 |
| 59 | 70 | 70 | 95 |
| *60 | *75 | *75 | 100 |
| 61 | 80 | 80 | 100 |
| 62 | 85 | 85 | 100 |
| 63 | 90 | 90 | 100 |
| 64 | 95 | 95 | 100 |
| 65 | 100 | 100 | 100 |

*For those aged sixty or more, with twenty years service under the plan at date of retirement, read 100 rather than the amount shown in the Table. O. Reg. 520/72, s. 9, *part*, Table 3.

TABLE 4

FACTORS TO ADJUST PENSIONS ESTABLISHED IN PRIOR YEARS

| Column 1 | Column 2 | Column 1 | Column 2 |
|---|---|---|---|
| Year of Pension Establishment | Factor | Year of Pension Establishment | Factor |
| 1950 and earlier | 1.50 | 1961 | 1.20 |
| 1951 | 1.46 | 1962 | 1.17 |
| 1952 | 1.43 | 1963 | 1.15 |
| 1953 | 1.40 | 1964 | 1.13 |
| 1954 | 1.37 | 1965 | 1.10 |
| 1955 | 1.35 | 1966 | 1.08 |
| 1956 | 1.32 | 1967 | 1.06 |
| 1957 | 1.29 | 1968 | 1.04 |
| 1958 | 1.27 | 1969 | 1.02 |
| 1959 | 1.24 | 1970 and after | 1.00 |
| 1960 | 1.22 | | |

O. Reg. 520/72, s. 9, *part*, Table 4.

TABLE 5

FACTORS TO ADJUST PENSIONS ESTABLISHED IN PRIOR YEARS

| Column 1 | Column 2 | Column 1 | Column 2 |
|---|---|---|---|
| Year of Pension Establishment | Factor | Year of Pension Establishment | Factor |
| 1950 and earlier | 1.560 | 1961 | 1.248 |
| 1951 | 1.518 | 1962 | 1.217 |
| 1952 | 1.487 | 1963 | 1.196 |
| 1953 | 1.456 | 1964 | 1.175 |
| 1954 | 1.425 | 1965 | 1.144 |
| 1955 | 1.404 | 1966 | 1.123 |
| 1956 | 1.373 | 1967 | 1.102 |
| 1957 | 1.342 | 1968 | 1.082 |
| 1958 | 1.321 | 1969 | 1.061 |
| 1959 | 1.290 | 1970 | 1.040 |
| 1960 | 1.269 | 1971 | 1.020 |
| | | 1972 and after | 1.000 |

O. Reg. 551/74, s. 2.

TABLE 6

TABLE OF MINIMUM PENSIONS FOR CONTRIBUTORS WITH TEN YEARS PENSIONABLE SERVICE

| Effective Date | Amount of Minimum Annual Pension |
|---|---|
| January 1, 1970 | $2,100 |
| January 1, 1973 | 2,184 |
| January 1, 1974 | 2,400 |
| January 1, 1975 | 2,592 |

O. Reg. 31/77, s. 8.

# SCHEDULE

## to

## Revised Regulations of Ontario, 1980

### A regulation shown in the Schedule remains in force until it is revoked or otherwise expires (see S.O. 1979, c. 110, ss. 3, 6)

NOTE: An asterisk (*) denotes that the regulation has been amended but the amendments are not shown. For amendments to the end of 1980, see the regulation as listed in the Table of Regulations in the Statutes of Ontario, 1980 or the copy thereof published in *The Ontario Gazette* dated March 14, 1981.

A

**Assessment Act**
Equalization of assessments ..... O. Reg. 82/79
Equalization of assessments ..... O. Reg. 133/79
Equalization of assessments ..... O. Reg. 19/80

B

**Brant-Brantford Annexation Act, 1980, c. 43**
Order of the Minister
— divides the City of Brantford into wards and provides for the composition and election of the City Council ..... *O. Reg. 682/80

C

**City of Hazeldean-March Act, 1978, c. 55 and c. 58**
Order of the Minister
— establishes wards and ward boundaries and provides for the composition and election of the councils of the City and the Township of Goulbourn ..... O. Reg. 535/78
Order of the Minister
— declares the name of the municipality to be the Corporation of the City of Kanata O. Reg. 905/78

**City of Timmins-Porcupine Act, 1972, c. 117 and c. 154**
Order of the Minister
— establishes wards and ward boundaries and provides for the composition and election of council ..... O. Reg. 372/72
Order of the Minister
— declares that the name of the municipality shall be the Corporation of the City of Timmins ..... O. Reg. 524/72
Order of the Minister
— declares that specified areas shall be merged areas ..... O. Reg. 191/73

**County Courts Act**
Sittings of the County and District Courts ..... O. Reg. 1125/80
Summary Conviction Appeal Rules ..... O. Reg. 801/77

**County of Oxford Act**
Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area and county councils ..... *O. Reg. 589/74

**County of Oxford Act**—*Continued*
Order of the Minister
— deems the county to be a regional municipality for the purposes of the *Conservation Authorities Act* and the *Weed Control Act* ..... O. Reg. 917/74
Order of the Minister
— declares the name of the area municipality created under section 1 (*f*) of the Act to be the Township of Zorra ..... O. Reg. 987/74
Order of the Minister
— deems the county to be a regional municipality for the purposes of the *Tile Drainage Act* ..... O. Reg. 329/79

D

**District Municipality of Muskoka Act**
Order of the Minister
— designates certain areas as merged areas for the purposes of Part VIII (now Part IX) (Finances) of the Act ..... O. Reg. 134/71
Order of the Minister
— designates certain areas as merged areas for the purposes of Part VIII (now Part IX) (Finances) of the Act ..... O. Reg. 369/71

**District of Parry Sound Local Government Act, 1979, c. 61**
Order of the Minister
— establishes wards and ward boundaries and provides for the composition and election of councils ..... O. Reg. 623/79
(*but see O. Reg. 199/80*)
Order of the Minister
— incorporates The Corporation of the Township of The Archipelago ..... O. Reg. 199/80

E

**Education Act**
Apportionment, 1978 Requisitions ..... O. Reg. 63/78
Apportionment, 1979 Requisitions ..... O. Reg. 109/79
Apportionment, 1980 Requisitions ..... O. Reg. 230/80
Calculation of Fees for Pupils, 1979 ..... O. Reg. 110/79
Calculation of Fees for Pupils, 1980 ..... O. Reg. 229/80
General Legislative Grants, 1977 ..... O. Reg. 861/76
General Legislative Grants, 1978 ..... O. Reg. 65/78
General Legislative Grants, 1979 ..... O. Reg. 108/79
General Legislative Grants, 1980 ..... O. Reg. 228/80

**Environmental Assessment Act**
Designation of Undertaking
— Inco Ltd. ..... O. Reg. 416/77
— Onakawana Developments Limited ..... O. Reg. 129/78
— Redhill Creek Expressway ..... O. Reg. 674/80
— Reed Limited ..... O. Reg. 1009/76
Exemptions—
Corporation of the Town of Smooth Rock Falls—MSRF-1 ..... O. Reg. 1001/80
Ministry of the Environment—MOE-20 ..... O. Reg. 558/80
Ministry of Government Services—MGS-41 ..... O. Reg. 339/80
Ministry of Government Services—MGS-41 ..... O. Reg. 928/80
Ministry of Government Services—MGS-42 ..... O. Reg. 929/80
Ministry of Natural Resources—MNR-24 ..... O. Reg. 337/80
Ministry of Natural Resources—MNR-25 ..... O. Reg. 340/80
Ministry of Natural Resources—MNR-18/2 ..... O. Reg. 341/80
Ministry of Natural Resources—MNR-19/2 ..... O. Reg. 342/80
Ministry of Natural Resources—MNR-27 ..... O. Reg. 486/80
Ministry of Natural Resources—MNR-32 ..... O. Reg. 780/80

**Environmental Assessment Act**—*Continued*
Exemptions—*Continued*
Ministry of Natural Resources—MNR-26 ..... O. Reg. 809/80
Ministry of Natural Resources—MNR-28 ..... O. Reg. 810/80
Ministry of Natural Resources—MNR-29 ..... O. Reg. 811/80
Ministry of Natural Resources—MNR-30 ..... O. Reg. 812/80
Ministry of Natural Resources—MNR-31 ..... O. Reg. 813/80
Ministry of Natural Resources—MNR-18/3 ..... O. Reg. 906/80
Ministry of Northern Affairs—MNA-3 ..... O. Reg. 608/80
Ministry of Transportation and Communications—MTC-28 ..... O. Reg. 338/80
Ministry of Transportation and Communications—MTC-29 ..... O. Reg. 485/80
Ministry of Transportation and Communications—MTC-21/2 ..... O. Reg. 755/80
Ministry of Transportation and Communications—MTC-32 ..... O. Reg. 756/80
Ministry of Transportation and Communications—MTC-31 ..... O. Reg. 776/80
Ministry of Transportation and Communications—MTC-30 ..... O. Reg. 777/80
Ministry of Transportation and Communications—MTC-35 ..... O. Reg. 930/80
Ministry of Transportation and Communications—MTC-34 ..... O. Reg. 931/80
Ministry of Transportation and Communications—MTC-33 ..... O. Reg. 932/80
Ministry of Transportation and Communications—MTC-36 ..... O. Reg. 948/80
The Niagara Parks Commission—NPC-1 ..... O. Reg. 949/80
Ontario Development Corporation—ODC-1 ..... O. Reg. 518/80
Ontario Energy Corporation—OEC-1 ..... O. Reg. 778/80
Ontario Energy Corporation—OEC-2 ..... O. Reg. 779/80
Ontario Energy Corporation—OEC-3 ..... O. Reg. 859/80
Ontario Energy Corporation—OEC-4 ..... O. Reg. 1031/80
Ontario Hydro—OH-21 ..... O. Reg. 343/80
Ontario Hydro—OH-22 ..... O. Reg. 609/80
Ontario Hydro—OH-23 ..... O. Reg. 851/80
Ontario Hydro—OH-24 ..... O. Reg. 984/80
Regional Municipality of Hamilton-Wentworth—RMHW-1 ..... O. Reg. 675/80

**Environmental Protection Act**
Designation of Waste
— Locality of Dowling ..... O. Reg. 362/80
Sewage Systems ..... *O. Reg. 229/74

**Executive Council Act**
Assignment or Transfer of Administration of Acts
Archives Act
Art Gallery of Ontario Act
Arts Council Act
Centennial Centre of Science and Technology Act
John Graves Simcoe Memorial Foundation Act, 1965
McMichael Canadian Collection Act
Ontario Education Communications Authority
Public Libraries Act
Royal Ontario Museum Act
— to the Minister of Culture and Recreation ..... O. Reg. 53/76
Athletics Control Act
— to the Minister of Consumer and Commercial Relations ..... O. Reg. 258/79
Ministry of Government Services Act
— approving authority for expropriations on request of Ontario Hydro shall be the Minister of Energy ..... O. Reg. 924/75
Ontario Northland Transportation Commission
— to the Minister of Northern Affairs ..... O. Reg. 627/77
Pounds Act
— to the Minister of Agriculture and Food ..... O. Reg. 55/76
Power Corporation Act (section 5 (4) of the Expropriations Act)
— to the Minister of Energy ..... O. Reg. 504/75
School Boards and Teachers Collective Negotiations Act
— to the Minister of Education ..... O. Reg. 56/76

F

**Farm Income Stabilization Act**
Corn Stabilization Plan 1978-1980 ..... *O. Reg. 508/78
Soybean Stabilization Plan 1978-1980 ..... *O. Reg. 509/78
White Bean Stabilization Plan 1978-1980 ..... *O. Reg. 510/78

**Farm Products Marketing Act**
Onions — Dissolution of Local Board ..... O. Reg. 306/79
— Plan ..... *R.R.O. 1970, Reg. 330
— Marketing ..... R.R.O. 1970, Reg. 331
Sugar Beets — Plan ..... R.R.O. 1970, Reg. 336
— Marketing ..... R.R.O. 1970, Reg. 337

G

**General Sessions Act**
Sittings of Courts of General Sessions of the Peace ..... O. Reg. 1125/80

**Gift Tax Act, 1972, c. 12**
Charitable Organizations ..... *O. Reg. 523/74
Delegation of Authority ..... O. Reg. 590/77
Forms ..... O. Reg. 96/78
General ..... O. Reg. 54/73
Rate of Interest ..... O. Reg. 799/75

H

**Housing Development Act**
Owner-Occupant Subsidy ..... O. Reg. 955/75
Rent Subsidy ..... O. Reg. 1032/75

I

**Income Tax Act**
Ontario Tax Credit System ..... *O. Reg. 49/78
Ontario Tax Credit System ..... *O. Reg. 39/79
Ontario Tax Credit System ..... *O. Reg. 64/80
Taxable Income—Amount Prescribed ..... O. Reg. 50/78
Taxable Income—Amount Prescribed ..... O. Reg. 48/79
Taxable Income—Amount Prescribed ..... O. Reg. 65/80

L

**Land Speculation Tax Act, 1974, c. 17**
Delegation of Authority of Minister ..... O. Reg. 191/75
Forms ..... O. Reg. 707/74
Rates of Interest ..... O. Reg. 331/75

**Land Transfer Tax Act**
Conditional Exemption—380613 Ontario Limited ..... O. Reg. 502/78
Exemption—S.S. Kresge Company Limited and Francesco ..... O. Reg. 1021/75
Exemption—Trefann Homes Corporation ..... O. Reg. 142/77

M

**Mining Act**
Lands Open For Prospecting, Staking Out or Leasing ..... O. Reg. 515/71

**Ministry of Natural Resources Act**
Assignment of Powers and Duties of Minister
(to the Mining and Lands Commissioner to hear and determine appeals against decisions of certain conservation authorities) ..... O. Reg. 100/80

**Municipal and School Tax Credit Assistance Act, R.S.O. 1970, c. 285**
General ..... *O. Reg. 301/73

**Municipality of Metropolitan Toronto Act**
Order of the Minister
— the Borough of North York is erected into a city municipality ..... O. Reg. 46/79

O

**Official Notices Publication Act**
— The Ontario Gazette—Style ..... O. Reg. 530/73

**Ontario Unconditional Grants Amendment Act, 1979 (No. 2), c. 111**
— alternative formula for determining resource equalization grant ..... O. Reg. 516/80
— determination of apportionments, levies and requisitions ..... O. Reg. 167/80

**Ottawa-Carleton Amalgamations and Elections Act, 1973, c. 93**
Order of the Minister
— divides the area municipalities of Goulbourn, Rideau and West Carlton into wards, specifies the ward boundaries and provides for the composition and election of councils ..... O. Reg. 642/73
*(but see O. Reg. 535/78 re: the Township of Goulbourn)*

P

**Parkway Belt Planning and Development Act**
(Land Use Regulations)
County of Halton (now The Regional Municipality of Halton)
— the City of Burlington ..... *O. Reg. 482/73
— the Town of Milton ..... *O. Reg. 480/73
— the Town of Oakville ..... *O. Reg. 481/73
County of Peel (now The Regional Municipality of Peel)
— the Town of Mississauga (now part of the cities of Brampton and Mississauga) *O. Reg. 479/73
— the Township of Toronto Gore (now the City of Brampton) ..... *O. Reg. 476/73
— the Township of Chinguacousy (now the City of Brampton) ..... *O. Reg. 477/73
County of Wentworth (now The Regional Municipality of Hamilton-Wentworth)
— the Town of Dundas ..... *O. Reg. 486/73
— the Township of East Flamborough (now the Township of Flamborough) . *O. Reg. 483/73
— the Township of West Flamborough (now the Township of Flamborough) . *O. Reg. 484/73
— the Village of Waterdown (now the Township of Flamborough) ..... *O. Reg. 485/73
Municipality of Metropolitan Toronto
— the Borough of Etobicoke ..... *O. Reg. 478/73
Regional Municipality of York
— the Town of Markham ..... *O. Reg. 473/73
— the Town of Richmond Hill ..... *O. Reg. 474/73
— the Town of Vaughan ..... *O. Reg. 475/73

**Planning Act**
Orders of the Minister under Section 29*a* (now Section 30) of the Act

Planning Act—*Continued*

Orders of the Minister under Section 29*a* (now Section 30) of the Act—*Continued*

| O. Reg. | O. Reg. | O. Reg. | O. Reg. |
|---|---|---|---|
| 547/74 | 395/75 | 260/76 | 982/76 |
| 682/74 | 396/75 | 261/76 | 983/76 |
| 689/74 | 432/75 | 272/76 | 29/77 |
| 703/74 | 439/75 | 274/76 | 35/77 |
| 803/74 | 462/75 | 316/76 | 45/77 |
| 804/74 | 483/75 | 317/76 | 75/77 |
| 805/74 | 484/75 | 359/76 | 76/77 |
| 829/74 | 521/75 | 393/76 | 78/77 |
| 835/74 | 547/75 | 400/76 | 79/77 |
| 836/74 | 548/75 | 421/76 | 113/77 |
| 892/74 | 581/75 | 436/76 | 189/77 |
| 894/74 | 584/75 | 437/76 | 263/77 |
| 905/74 | 594/75 | 438/76 | 292/77 |
| 906/74 | 647/75 | 439/76 | 332/77 |
| 923/74 | 648/75 | 462/76 | 345/77 |
| 929/74 | 649/75 | 496/76 | 364/77 |
| 936/74 | 650/75 | 569/76 | 365/77 |
| 937/74 | 651/75 | 587/76 | 366/77 |
| 940/74 | 652/75 | 592/76 | 385/77 |
| 952/74 | 653/75 | 620/76 | 386/77 |
| 953/74 | 671/75 | 621/76 | 390/77 |
| 954/74 | 690/75 | 637/76 | 399/77 |
| 955/74 | 691/75 | 651/76 | 400/77 |
| 957/74 | 692/75 | 652/76 | 449/77 |
| 958/74 | 706/75 | 663/76 | 463/77 |
| 995/74 | 726/75 | 664/76 | 505/77 |
| 1000/74 | 740/75 | 665/76 | 527/77 |
| 1001/74 | 748/75 | 666/76 | 542/77 |
| 37/75 | 758/75 | 667/76 | 568/77 |
| 62/75 | 759/75 | 668/76 | 569/77 |
| 95/75 | 760/75 | 684/76 | 625/77 |
| 96/75 | 772/75 | 685/76 | 658/77 |
| 97/75 | 792/75 | 686/76 | 659/77 |
| 112/75 | 858/75 | 694/76 | 680/77 |
| 144/75 | 859/75 | 725/76 | 681/77 |
| 152/75 | 863/75 | 739/76 | 691/77 |
| 153/75 | 865/75 | 740/76 | 692/77 |
| 209/75 | 890/75 | 752/76 | 693/77 |
| 210/75 | 891/75 | 761/76 | 714/77 |
| 225/75 | 896/75 | 762/76 | 742/77 |
| 226/75 | 897/75 | 765/76 | 743/77 |
| 227/75 | 898/75 | 766/76 | 744/77 |
| 228/75 | 915/75 | 803/76 | 814/77 |
| 229/75 | 918/75 | 804/76 | 816/77 |
| 281/75 | 967/75 | 805/76 | 839/77 |
| 282/75 | 994/75 | 837/76 | 840/77 |
| 283/75 | 26/76 | 838/76 | 854/77 |
| 284/75 | 43/76 | 839/76 | 855/77 |
| 295/75 | 50/76 | 840/76 | 897/77 |
| 298/75 | 80/76 | 877/76 | 902/77 |
| 306/75 | 81/76 | 884/76 | 903/77 |
| 307/75 | 91/76 | 885/76 | 939/77 |
| 308/75 | 96/76 | 886/76 | 940/77 |
| 318/75 | 97/76 | 898/76 | 964/77 |
| 319/75 | 98/76 | 917/76 | 14/78 |
| 352/75 | 99/76 | 938/76 | 15/78 |
| 365/75 | 140/76 | 939/76 | 58/78 |
| 369/75 | 197/76 | 940/76 | 59/78 |
| 391/75 | 201/76 | 941/76 | 84/78 |
| 392/75 | 202/76 | 952/76 | 85/78 |
| 393/75 | 203/76 | 953/76 | 107/78 |
| 394/75 | 210/76 | 981/76 | 108/78 |

**Planning Act**—*Continued*

Orders of the Minister under Section 29*a* (now Section 30) of the Act—*Continued*

| O. Reg. | O. Reg. | O. Reg. | O. Reg. |
|---|---|---|---|
| 120/78 | 829/78 | 773/79 | 421/80 |
| 139/78 | 830/78 | 774/79 | 422/80 |
| 140/78 | 835/78 | 775/79 | 423/80 |
| 141/78 | 836/78 | 776/79 | 487/80 |
| 142/78 | 854/78 | 800/79 | 499/80 |
| 151/78 | 875/78 | 801/79 | 500/80 |
| 162/78 | 901/78 | 802/79 | 519/80 |
| 163/78 | 926/78 | 803/79 | 532/80 |
| 167/78 | 951/78 | 815/79 | 607/80 |
| 188/78 | 957/78 | 816/79 | 619/80 |
| 197/78 | 988/78 | 841/79 | 621/80 |
| 198/78 | 24/79 | 878/79 | 690/80 |
| 199/78 | 54/79 | 898/79 | 707/80 |
| 245/78 | 70/79 | 899/79 | 716/80 |
| 246/78 | 105/79 | 905/79 | 734/80 |
| 305/78 | 140/79 | 950/79 | 750/80 |
| 323/78 | 141/79 | 951/79 | 751/80 |
| 324/78 | 142/79 | 952/79 | 762/80 |
| 331/78 | 143/79 | 953/79 | 763/80 |
| 337/78 | 144/79 | 54/80 | 781/80 |
| 357/78 | 149/79 | 61/80 | 783/80 |
| 371/78 | 162/79 | 79/80 | 789/80 |
| 373/78 | 163/79 | 90/80 | 795/80 |
| 429/78 | 184/79 | 91/80 | 825/80 |
| 430/78 | 188/79 | 92/80 | 827/80 |
| 431/78 | 208/79 | 93/80 | 839/80 |
| 456/78 | 235/79 | 94/80 | 854/80 |
| 457/78 | 270/79 | 95/80 | 872/80 |
| 513/78 | 276/79 | 96/80 | 878/80 |
| 539/78 | 277/79 | 102/80 | 884/80 |
| 540/78 | 278/79 | 110/80 | 894/80 |
| 544/78 | 313/79 | 126/80 | 909/80 |
| 545/78 | 327/79 | 157/80 | 910/80 |
| 579/78 | 335/79 | 158/80 | 914/80 |
| 580/78 | 422/79 | 159/80 | 924/80 |
| 614/78 | 433/79 | 175/80 | 934/80 |
| 617/78 | 461/79 | 176/80 | 937/80 |
| 618/78 | 466/79 | 208/80 | 938/80 |
| 629/78 | 467/79 | 213/80 | 939/80 |
| 641/78 | 471/79 | 214/80 | 965/80 |
| 661/78 | 472/79 | 269/80 | 986/80 |
| 662/78 | 497/79 | 297/80 | 991/80 |
| 688/78 | 498/79 | 302/80 | 992/80 |
| 708/78 | 539/79 | 344/80 | 1046/80 |
| 721/78 | 540/79 | 371/80 | 1063/80 |
| 777/78 | 583/79 | 381/80 | 1069/80 |
| 813/78 | 651/79 | 400/80 | 1139/80 |
| 814/78 | 706/79 | 411/80 | |

Delegation of Authority of Minister under Section 30*a* (now Section 32) of the Act—Consents

District of Algoma

— St. Joseph Island
(to the St. Joseph Island Planning Board) ..... O. Reg. 68/78

— Sault Ste. Marie North Planning Area
(to the Sault Ste. Marie North Planning Board) ..... O. Reg. 753/78

— the Township of Wicksteed
(to the Township of Wicksteed Planning Board) ..... O. Reg. 562/79

District of Cochrane

— the Town of Kapuskasing and the geographic townships of O'Brien, Owens and Teetzel
(to the Kapuskasing and District Planning Board) ..... O. Reg. 675/78

Planning Act—*Continued*

Delegation of Authority of Minister under Section 30*a* (now Section 32) of the Act—Consents —*Continued*

District of Kenora

— the Town of Sioux Lookout, the geographic townships of Drayton, Jordan, Pickerel, Vermilion, Vermilion Additional and Block 10 (to the Sioux Lookout Planning Board) ..... O. Reg. 131/78

— the Township of Ignace (to the Township of Ignace Planning Board) ..... O. Reg. 69/78

District of Manitoulin

— all of the District, except the Township of Rutherford and George Island and the geographic townships of Carlyle and Humboldt, including adjacent islands and Killarney Provincial Park (to the Manitoulin Planning Board) ..... O. Reg. 704/79

District of Nipissing

— the Township of East Ferris (to the Township of East Ferris Planning Board) ..... O. Reg. 528/77

— West Nipissing Planning Area (to the West Nipissing Planning Board) ..... O. Reg. 696/79

District of Sudbury

— the towns of Massey and Webbwood, the Township of The Spanish River and the geographic townships of Gough, McKinnon and Shakespeare (to the Sables—Spanish Rivers Planning Board) ..... O. Reg. 354/79

District of Thunder Bay

— the Town of Geraldton and the geographic townships of Ashmore, Errington, Fulford and McQuesten (to the Geraldton and Suburban Planning Board) ..... O. Reg. 790/78

— the townships of Conmee and O'Connor and the geographic townships of Gorham and Ware (to the Lakehead Planning Board) ..... O. Reg. 50/79

— the Township of Marathon (to the Township of Marathon Planning Board) ..... O. Reg. 587/79

Delegation of Authority of Minister under Section 44*b* (now Section 53) of the Act—Condominium Plans

— The Municipality of Metropolitan Toronto, The County of Oxford, The District Municipality of Muskoka, The Regional Municipality of Durham, The Regional Municipality of Hamilton-Wentworth, The Regional Municipality of Ottawa-Carleton, The Regional Municipality of Peel, The Regional Municipality of Waterloo ..... O. Reg. 891/80

Delegation of Authority of Minister under Section 44*b* (now Section 53) of the Act—Subdivision Plans

— The Regional Municipality of Waterloo ..... O. Reg. 53/78

— The Municipality of Metropolitan Toronto, The County of Oxford, The District Municipality of Muskoka, The Regional Municipality of Durham, The Regional Municipality of Halton, The Regional Municipality of Hamilton-Wentworth, The Regional Municipality of Niagara, The Regional Municipality of Ottawa-Carleton, The Regional Municipality of Peel, The Regional Municipality of Sudbury, The Regional Municipality of Waterloo, The Regional Municipality of York ..... O. Reg. 890/80

— The Regional Municipality of Ottawa-Carleton ..... O. Reg. 838/80

Withdrawal of Delegation of Authority of Minister under Section 44*b* (now Section 53) of the Act

— The Regional Municipality of Hamilton-Wentworth ..... O. Reg. 519/78

— The Regional Municipality of Ottawa-Carleton ..... O. Reg. 718/78

— The Regional Municipality of Ottawa-Carleton ..... O. Reg. 309/79

— The Regional Municipality of Peel ..... O. Reg. 560/80

Orders of the Minister under Section 32 (1) (*a*) (now Section 35 (1) (*a*)) of the Act Restricted Areas—

County of Brant

— the Township of Brantford ..... *O. Reg. 295/74

— the Township of Brantford ..... O. Reg. 1075/80

County of Bruce

— the Township of Brant ..... *O. Reg. 273/74

— the Township of Carrick ..... *O. Reg. 274/74

— the Township of Huron ..... *O. Reg. 272/74

Planning Act—*Continued*
Orders of the Minister under Section 32 (1) (*a*) (now Section 35 (1) (*a*) ) of the Act—*Continued*
Restricted Areas—*Continued*

| | |
|---|---|
| County of Bruce—*Continued* | |
| — the Town of Kincardine | *O. Reg. 329/74 |
| County of Elgin | |
| — the Township of Bayham | *O. Reg. 284/74 |
| — the Township of Malahide | *O. Reg. 283/74 |
| County of Essex | |
| — the Township of Colchester South | *O. Reg. 275/74 |
| — the Township of Mersea | *O. Reg. 276/74 |
| — the Township of Tilbury North | *R.R.O. 1970, Reg. 674 |
| County of Grey | |
| — the Township of Glenelg | *O. Reg. 294/74 |
| County of Haliburton | |
| — the Township of Cardiff | R.R.O. 1970, Reg. 663 |
| County of Hastings | |
| — the Township of Sidney | *O. Reg. 319/74 |
| — the Township of Thurlow | *O. Reg. 318/74 |
| County of Huron | |
| — the Township of East Wawanosh | *O. Reg. 349/74 |
| — the Township of Hay | *O. Reg. 288/74 |
| — the Township of Morris | *O. Reg. 291/74 |
| — the Township of Stephen | *O. Reg. 289/74 |
| — the Township of Turnberry | *O. Reg. 290/74 |
| — the Township of Usborne | *O. Reg. 287/74 |
| County of Kent | |
| — the Township of Camden | *O. Reg. 278/74 |
| — the Township of Chatham | *O. Reg. 10/73 |
| County of Lambton | |
| — the Township of Bosanquet | *O. Reg. 280/74 |
| — the Township of Warwick | *O. Reg. 281/74 |
| County of Lanark | |
| — the Township of Drummond | *O. Reg. 307/74 |
| County of Leeds and Grenville | |
| — the Township of Front of Leeds and Lansdowne | *O. Reg. 309/74 |
| — the Township of Oxford (on Rideau) | O. Reg. 372/77 |
| — the Township of South Elmsley | *O. Reg. 310/74 |
| — the Township of South Gower | O. Reg. 371/77 |
| County of Northumberland | |
| — the Township of Murray | *O. Reg. 320/74 |
| County of Ontario (now The Regional Municipality of Durham) | |
| — the Township of Pickering (now the Town of Pickering) | *O. Reg. 102/72 |
| — the Township of Uxbridge | *O. Reg. 103/72 |
| County of Oxford | |
| — the Town of Tillsonburg | *O. Reg. 347/74 |
| County of Perth | |
| — the Township of Elma | *O. Reg. 285/74 |
| — the Township of Wallace | *O. Reg. 286/74 |
| County of Peterborough | |
| — the Township of North Monaghan | O. Reg. 377/77 |
| — the Township of Smith | O. Reg. 720/79 |
| — the Township of Smith | O. Reg. 879/79 |
| County of Prescott and Russell | |
| — the Township of West Hawkesbury | *O. Reg. 321/74 |
| County of Prince Edward | |
| — the Township of North Marysburgh | *O. Reg. 328/74 |
| — the Township of Sophiasburgh | *O. Reg. 327/74 |
| County of Renfrew | |
| — the Township of Admaston | *O. Reg. 316/74 |
| — the Township of Alice and Fraser | *O. Reg. 314/74 |
| — the Township of Horton | *O. Reg. 317/74 |
| — the Township of McNab | *O. Reg. 311/74 |
| — the Township of Pembroke | *O. Reg. 315/74 |
| — the Township of Rolph, Buchanan, Wylie and McKay | *O. Reg. 312/74 |

Planning Act—*Continued*
Orders of the Minister under Section 32 (1) (*a*) (now Section 35 (1) (*a*) ) of the Act—*Continued*
Restricted Areas—*Continued*
County of Renfrew—*Continued*
— the Township of Stafford ..... *O. Reg. 313/74
County of Simcoe
— the Township of Essa ..... *O. Reg. 299/74
— the Township of Innisfil ..... O. Reg. 1034/80
— the Township of Nottawasaga ..... *R.R.O. 1970, Reg. 675
— the Township of Tecumseth ..... *O. Reg. 300/74
— the Township of Vespra ..... *O. Reg. 62/73
County of Victoria
— the Township of Ops ..... *O. Reg. 302/74
District of Algoma
the geographic townships of Lewis, Long, Shedden, Spragge and Striker . *R.R.O. 1970, Reg. 662
— the geographic Township of Striker ..... O. Reg. 165/80
— the Sault Ste. Marie North Planning Area ..... O. Reg. 279/80
District of Cochrane
— the Town of Kapuskasing ..... *R.R.O. 1970, Reg. 669
— the Town of Kapuskasing ..... O. Reg. 172/75
— the Township of Glackmeyer ..... *O. Reg. 271/74
— the geographic townships of Casgrain, Hanlan, Kendall, Lowther and Way *O. Reg. 493/78
— the geographic townships of O'Brien, Owens and Teetzel ..... O. Reg. 423/78
District of Kenora
— the geographic Township of Baird ..... O. Reg. 12/78
— the geographic townships of Brownridge, Ewart, Glass, Kirkup and Pelican O. Reg. 482/71
— the geographic Township of Pettypiece ..... O. Reg. 177/80
— the geographic Township of Wainwright ..... O. Reg. 797/79
District of Manitoulin
— the geographic townships of Campbell, Dawson, Mills and Robinson ..... *O. Reg. 153/74
District of Nipissing
— the geographic townships of Askin, Gladman, Joan and Macpherson ..... O. Reg. 486/71
— the geographic Township of Strathy ..... *R.R.O. 1970, Reg. 666
— part of the District (*see Schedules to the Regulation*) ..... *O. Reg. 540/74
— the Township of Temagami ..... *R.R.O. 1970, Reg. 667
District of Parry Sound
— the geographic Township of Croft ..... O. Reg. 153/80
— the geographic Township of Croft ..... O. Reg. 1110/80
— the geographic Township of East Mills ..... O. Reg. 1133/80
— the geographic Township of Ferguson ..... O. Reg. 1109/80
— the geographic Townships of McKenzie and Patterson ..... *O. Reg. 484/71
District of Rainy River
— the geographic Township of Miscampbell ..... O. Reg. 449/74
— Registered Plan No. SM-293
(south of the geographic Township of Trottier) ..... O. Reg. 483/71
— the Township of Alberton ..... *O. Reg. 268/74
District of Sudbury
— the geographic townships of Emo and Strathearn ..... O. Reg. 485/71
— part of the District (*see Schedules to the Regulation*) ..... *O. Reg. 568/72
— the Township of Baldwin ..... *O. Reg. 270/74
District of Thunder Bay
— the geographic townships of Gorham and Ware ..... *O. Reg. 109/75
— the geographic Township of Lyon ..... O. Reg. 897/79
— the geographic townships of Pearson and Scoble ..... *O. Reg. 219/75
— the geographic Township of Upsala ..... O. Reg. 296/80
— Savant Lake Townsite
(Registered Plan M-56) ..... O. Reg. 131/80
District of Timiskaming
— the Town of Charlton, the Township of Chamberlain and the geographic townships of Boston, Dack, Evanturel, Lebel, Marquis, Marter, McElroy, Otto and Pacaud ..... *R.R.O. 1970, Reg. 671
— the Town of Charlton ..... *O. Reg. 356/80
— the geographic Township of Haultain ..... O. Reg. 467/80
Municipality of Metropolitan Toronto
— the Borough of Scarborough ..... *O. Reg. 20/74

**Planning Act**—*Continued*

Orders of the Minister under Section 32 (1) (*a*) (now Section 35 (1) (*a*) ) of the Act—*Continued*

Restricted Areas—*Continued*

Regional Municipality of Durham

— the Town of Ajax ..... *O. Reg. 18/74

— the Town of Pickering ..... *O. Reg. 19/74

— the Township of Uxbridge
(formerly the Township of Scott in the County of Ontario) ..... *O. Reg. 634/77

— the Town of Whitby ..... *O. Reg. 467/74

Regional Municipality of Haldimand-Norfolk

— the townships of Delhi and Norfolk
(formerly in the Township of Middleton) ..... *O. Reg. 347/74

Regional Municipality of Ottawa-Carleton

— the Township of Cumberland ..... *O. Reg. 323/74

— the Township of West Carleton
(formerly in the Township of Fitzroy) ..... R.R.O. 1970, Reg. 670

— the Township of West Carleton
(formerly in the Township of Fitzroy) ..... *O. Reg. 325/74

Regional Municipality of Waterloo

— the City of Cambridge
(formerly in the Township of North Dumfries) ..... O. Reg. 535/79

Regional Municipality of York

— the Town of Markham ..... *O. Reg. 104/72

— the Town of Whitchurch-Stouffville ..... *O. Reg. 101/72

Orders of the Minister under Section 32 (1) (*b*) (now Section 35 (1) (*b* ) of the Act—Subdivision Control

County of Hastings — Plan No. 38 ..... R.R.O. 1970, Reg. 673

District of Algoma — Plan M-51 ..... O. Reg. 216/72

— Plan R-812 ..... O. Reg. 357/80

District of Cochrane — Plan M-13 ..... O. Reg. 402/72

District of Kenora — Plans M-133 and M-134 ..... O. Reg. 308/79

District of Nipissing — Plans M-66, M-251 and M-269 ..... R.R.O. 1970, Reg. 668

District of Thunder Bay — Plans 431 and 619 ..... O. Reg. 362/75

— Plan M-56 ..... O. Reg. 343/79

— Plan M-103 ..... O. Reg. 221/80

**Public Hospitals Act**

Special Grant

— James Bay General Hospital ..... O. Reg. 793/80

— Salvation Army Grace Hospital ..... O. Reg. 574/80

— Temiskaming Hospital Board ..... O. Reg. 457/79

**Public Transportation and Highway Improvement Act**

Designations

— Antrim to Quebec Boundary (Hwy. 417) ..... *R.R.O. 1970, Reg. 389

— Don Valley Extension (Hwy. 404) ..... *R.R.O. 1970, Reg. 390

— Homer to Queenston (Hwy. 405) ..... R.R.O. 1970, Reg. 391

— London to Sarnia (Hwy. 402) ..... *R.R.O. 1970, Reg. 392

— Miscellaneous — Northern Ontario ..... *R.R.O. 1970, Reg. 393

— Southern Ontario ..... *R.R.O. 1970, Reg. 394

— Queen Elizabeth Way ..... *R.R.O. 1970, Reg. 395

— Southwest Freeway (Ottawa) (Hwy. 416) ..... *R.R.O. 1970, Reg. 396

— St. Catharines to Welland (Hwy. 406) ..... *R.R.O. 1970, Reg. 397

— Toronto to North Bay (Hwy. 400) ..... *R.R.O. 1970, Reg. 398

— Toronto to Quebec Boundary (Hwy. 401) ..... *R.R.O. 1970, Reg. 399

— Toronto to Windsor (Hwy. 401) ..... *R.R.O. 1970, Reg. 400

— Toronto to Woodstock (Hwy. 403) ..... *R.R.O. 1970, Reg. 401

— Trans-Canada Highway

— Orillia to Manitoba Boundary ..... *R.R.O. 1970, Reg. 402

— Orillia to Quebec Boundary ..... *R.R.O. 1970, Reg. 403

— Woodbridge to Orono (Hwy. 407) ..... *R.R.O. 1970, Reg. 404

R

**Regional Municipality of Durham Act**

Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... *O. Reg. 489/73

Order of the Minister
— declares that the Region shall be named The Regional Municipality of Durham O. Reg. 623/73

Order of the Minister — (Public Library Board)
— certain library boards are dissolved and the following library boards established:
— Ajax ..... O. Reg. 91/74
— Brock ..... O. Reg. 440/74
— Newcastle ..... O. Reg. 227/74
— Uxbridge ..... O. Reg. 147/74

**Regional Municipality of Haldimand-Norfolk Act**

Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 653/73

Order of the Minister
— declares that the Region shall be named The Regional Municipality of Haldimand-Norfolk ..... O. Reg. 806/73

Order of the Minister
— certain library boards are dissolved and the following library boards established:
— Delhi ..... O. Reg. 354/74
— Dunnville ..... O. Reg. 196/74
— Haldimand ..... O. Reg. 140/74
— Nanticoke ..... O. Reg. 383/74
— Norfolk ..... O. Reg. 355/74
— Simcoe ..... O. Reg. 139/74

**Regional Municipality of Halton Act**

Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... *O. Reg. 466/73

Order of the Minister
— declares that the Town of North Halton shall bear the name "The Corporation of the Town of Halton Hills" and the Town of Central Halton shall bear the name "The Corporation of the Town of Milton" ..... O. Reg. 622/73

Order of the Minister
— certain public library boards are dissolved and the following public library boards are established:
— Halton Hills ..... O. Reg. 27/74
— Milton ..... O. Reg. 787/73

**Regional Municipality of Hamilton-Wentworth Act**

Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 467/73
*(but see Ontario Municipal Board Orders M79425 and M80169 re: Stoney Creek and Hamilton, respectively)*

Order of the Minister
— confirms that the name of the area municipality shall be "The Corporation of the Township of Flamborough" ..... O. Reg. 621/73

Order of the Minister — (Public Library Board)
— dissolves certain library boards and establishes the Wentworth Public Library Board ..... O. Reg. 805/73

Order of the Minister
— provides for the apportionment of the sums required to operate the Wentworth Public Library Board ..... O. Reg. 146/74

Order of the Minister
— divides the Township of Glanbrook into wards, establishes ward boundaries and provides for the composition of the township council ..... O. Reg. 656/76

Order of the Minister
— establishes an urban transit area in the Region ..... O. Reg. 148/78

**Regional Municipality of Niagara Act**
Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 422/72
(*but see Ontario Municipal Board Order M79454 re: Fort Erie*)
Order of the Minister
— divides the Town of Grimsby into wards, establishes ward boundaries and provides for the composition and election of the town council ..... O. Reg. 269/76

**Regional Municipality of Ottawa-Carleton Act**
Forms in Act — English and French versions ..... O. Reg. 301/80

**Regional Municipality of Peel Act**
Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 468/73
(*but see Ontario Municipal Board Order M77149 re: Brampton*)
Order of the Minister
— declares that the Town of Albion shall bear the name "The Corporation of the Town of Caledon" ..... O. Reg. 620/73
Order of the Minister
— certain public library boards are dissolved and the following public library boards are established:
— Brampton ..... O. Reg. 28/74
— Caledon ..... O. Reg. 399/74
— Mississauga ..... O. Reg. 788/73
— Mississauga ..... O. Reg. 255/78

**Regional Municipality of Sudbury Act**
Forms in the Act — English and French versions ..... O. Reg. 300/80
Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 407/72
(*but see R.S.O. 1980, c. 441, s. 3*)
Order of the Minister
— declares that the Town of Dowling shall bear the name "The Town of Onaping Falls", the Town of Waters shall bear the name "The Town of Walden" and the Town of Neelon and Garson shall bear the name "The Town of Nickel Centre" O. Reg. 538/72
Order of the Minister
— dissolves certain public library boards and establishes the following public library boards:
— Onaping Falls ..... O. Reg. 4/73
— Rayside-Balfour ..... O. Reg. 58/73
— Walden ..... O. Reg. 79/73
Order of the Minister
— certain local boards and commissions are dissolved and the area council is deemed to be a board or committee for the purposes of specified Acts:
— Onaping Falls ..... O. Reg. 320/73
— Sudbury ..... O. Reg. 141/73
— Walden ..... O. Reg. 823/73
— Walden ..... O. Reg. 788/77

**Regional Municipality of Waterloo Act**
Order of the Minister
— divides the area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... *O. Reg. 427/72
(*but see Ontario Municipal Board Orders M77191 and M7865 re: Kitchener and Woolwich, respectively*)
Order of the Minister
— declares that the City of Galt shall bear the name "The City of Cambridge" ... O. Reg. 539/72
Order of the Minister
— dissolves all public library boards in the City of Cambridge and establishes The Cambridge Public Library Board ..... O. Reg. 5/73
— dissolves certain boards, commissions and committees and deems the council of the City of Cambridge to be a board or committee for certain specified Acts .. O. Reg. 5/73

**Regional Municipality of Waterloo Act**—*Continued*

Order of the Minister
— sick leave credits ..... O. Reg. 350/74
Representatives of the City of Kitchener on Regional Council ..... O. Reg. 452/78

**Regional Municipality of York Act**
Order of the Minister
— dissolves certain local boards and transfers their assets and liabilities to the Town of Vaughan ..... O. Reg. 286/71
Order of the Minister
— divides area municipalities into wards, establishes ward boundaries and provides for the composition and election of area councils ..... O. Reg. 408/72
Order of the Minister
— divides the Town of Markham into wards, establishes ward boundaries and provides for the composition and election of the town council ..... O. Reg. 655/76
(*but see R.S.O. 1980, c. 443, s. 3 (1) par. 2*)

**Retail Sales Tax Act**
Tax Rebates for New Light Trucks or Vans ..... *O. Reg. 1010/80

S

**Succession Duty Act, R.S.O. 1970, c. 449**
Forms ..... O. Reg. 45/78
General ..... *R.R.O. 1970, Reg. 804
General ..... *O. Reg. 44/78

**Succession Duty Act Supplementary Provisions Act, 1980, c. 28**
Delegation of Authority ..... O. Reg. 816/80

**Superannuation Adjustment Benefits Act**
— Chairman of Management Board of Cabinet designated as Minister to Administer Act ..... O. Reg. 131/76

# CHAPTER 110
# OF THE 1979 STATUTES

## An Act to provide for the Consolidation and Revision of the Regulations

*Assented to December 20th, 1979*

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Commissioners. appointment

**1.**—(1) Arthur Norman Stone, one of Her Majesty's Counsel, and William Russell Anderson, one of Her Majesty's Counsel, Senior Legislative Counsel and Registrar of Regulations respectively, and such other person or persons as the Lieutenant Governor in Council may appoint, are hereby appointed commissioners under the direction of the Attorney General to consolidate and revise in accordance with this Act the regulations filed under *The Regulations Act*.

R.S.O. 1970, c. 410

Remuneration

(2) The commissioners and such persons as may assist them shall be paid such remuneration for their services under this Act, out of the moneys voted by the Legislature for the purposes of this Act, as the Lieutenant Governor in Council may fix.

Duties

**2.** The commissioners shall examine the Revised Regulations of Ontario, 1970, and the regulations filed under *The Regulations Act* on and after the 1st day of January, 1971, and before the 1st day of January, 1981, and shall arrange, consolidate and revise such regulations in accordance with this Act.

Powers

**3.**—(1) In the performance of their duties under this Act, the commissioners may omit any regulation that is obsolete, may alter the numbering and arrangement of any regulation, may make such alterations in language and punctuation as are requisite to obtain a uniform mode of expression, and may make such amendments as are necessary to bring out more clearly what is deemed to be the intention of the authority that made the regulation or to reconcile seemingly inconsistent provisions or to correct clerical, grammatical or typographical errors.

Idem

(2) In the performance of their duties under this Act, the commissioners may omit any regulation that, in their opinion, is not of general application but should remain in force.

Schedule

(3) There shall be appended to the roll a Schedule showing the regulations omitted under subsection 2 and, notwithstanding subsection 2 of section 6, a regulation shown in the Schedule remains in force until it is revoked or otherwise expires.

Regulations filed after Dec. 31st, 1980 and before day R.R.O. 1980 in force to be revised and published

**4.**—(1) Where a regulation is filed under the *Regulations Act* after the 31st day of December, 1980 and before the Revised Regulations of Ontario, 1980 come into force and amends, remakes or refers to a regulation that is included in the Revised Regulations of Ontario, 1980,

(*a*) the regulation as it appears in the Revised Regulations of Ontario, 1980 shall be deemed to be amended, remade or referred to correspondingly; and

(*b*) the commissioners shall,

(i) cause the appropriate changes to be made in such regulations filed during such period, and

(ii) forthwith after the day upon which the Revised Regulations of Ontario, 1980 come into force, cause such regulations as so revised together with all other regulations that are filed during such period to be published in *The Ontario Gazette*.

Effect of publication

R.S.O. 1980, c. 446

(2) Upon the publication of the regulations mentioned in subclause ii of clause *b* of subsection 1, such regulations shall be deemed to be filed under *The Regulations Act* on the day the Revised Regulations of Ontario, 1980 come into force, and the regulations filed after the 31st day of December, 1980 and before the Revised Regulations of Ontario, 1980 come into force are revoked on the day the Revised Regulations of Ontario, 1980 come into force.

Printed roll to be deposited with Clerk of Assembly

**5.** As soon as the commissioners report the completion of the consolidation and revision, the Lieutenant Governor may cause a printed roll thereof, signed by the Lieutenant Governor and countersigned by the Attorney General, to be deposited in the office of the Clerk of the Assembly.

Proclamation

**6.**—(1) After the deposit of the roll under section 5, the Lieutenant Governor may by proclamation declare the day upon which the roll will come into force and have effect as law by the designation "Revised Regulations of Ontario, 1980".

Idem

(2) Subject to subsection 3 of section 3, on and after the day so proclaimed,

(*a*) all regulations contained in the Revised Regulations of Ontario, 1970; and

(*b*) all regulations filed under *The Regulations Act* on and after the 1st day of January, 1971, and before the 1st day of January, 1981, R.S.O. 1970, c. 410

are revoked.

Publication by Queen's Printer to be evidence

**7.** The publication of the Revised Regulations of Ontario, 1980 by the Queen's Printer shall be received as evidence of the regulations as consolidated and revised under this Act in all courts and places whatsoever.

Distribution of copies

**8.** The Revised Regulations of Ontario, 1980 shall be distributed as the Lieutenant Governor in Council directs and the Lieutenant Governor in Council may fix the price at which copies may be sold by the Queen's Printer.

This Act to be printed with R.R.O. 1980

**9.** This Act shall be printed with the Revised Regulations of Ontario, 1980 and is subject to the same rules of construction as the Revised Statutes of Ontario, 1980.

How regulations may be cited

**10.** Regulations in the Revised Regulations of Ontario, 1980 may be cited and referred to as "Revised Regulations of Ontario, 1980, Regulation ", or the abbreviation "R.R.O. 1980, Reg. ", adding in each case the number of the particular regulation.

Short title

**11.** The short title of this Act is *The Regulations Revision Act, 1979*.


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